

**Executive Assistant
(holding a functional title of Assistant Physical Education Officer) (Ref: 2401058)
Student Affairs Office**

The appointee will be responsible for providing programme and administrative support to the Sports Development Section of the Student Affairs Office. Major duties include providing routine operation of the sports team with internal and external parties at various levels, such as USFHK competitions; promoting and organising physical wellness activities at the University; attending meetings for sports events; as well as handling frontline services and students' enquiries. Additionally, the appointee will also need to provide assistance in sports facilities booking and management, update and maintain the database/system, contracts, and relevant documentation, and perform any other appropriate duties as assigned by their supervisor.

Applicants should have a Bachelor's degree, preferably with work experience in the tertiary education sector. They should have a strong passion for working with and helping students to enhance student engagement. Additionally, proficiency in both English and Chinese (including Putonghua), computer literacy, and website management skills are required. Occasional work outside normal office hours may be required.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 9 October 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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