

**Executive Assistant (Half-time) (Ref: 2500152)**  
**Student Affairs Office**

The appointee will be responsible for providing program and administrative support to the Student Affairs Office. Major duties include supporting student development projects and activities such as workshops, training sessions, career fairs, and conferences; conducting and coordinating surveys, as well as data cleaning and management; drafting documents and promotional materials; performing counter duties; liaising with internal and external parties, as well as students; and performing any other duties assigned by supervisors. The appointment will be for a period of 1 year.

Applicants should have a Bachelor's degree, preferably with relevant full-time work experience. They should possess good interpersonal and communication skills, a professional telephone manner, and the ability to work independently and as part of a team. A highly self-motivated and results-driven mindset is essential. Additionally, applicants should be proficient in English and Chinese (including Putonghua) and knowledgeable in computer applications, particularly with Excel's VLOOKUP and Pivot Table functions. Experience with Photoshop and Adobe Illustrator will be an advantage.

Applicants who have responded to the previous advertisement (Ref: 2401504) for the same position are under consideration and need not re-apply.

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Salary will be commensurate with qualifications and experience.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **5 February 2025**. 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>.

**EdUHK is an Equal Opportunities Employer.**