

Executive Assistant (Ref: 2500207)
Faculty of Education and Human Development

The appointee will be responsible for providing support in the development, management, quality assurance and programme/course reviews and revisions of taught postgraduate programmes. Responsibilities include assisting in the preparation and approval procedures of papers, proposals and reports, which entail coordination, review, consolidation, and compilation; providing secretarial support to Committees/Working Groups and assisting in organizing meetings and preparing agendas, minutes, and reports thereof; liaising with programme personnel and internal departments/units; supporting Faculty events and activities; and performing any other duties as assigned by the supervisor or his/her delegate(s).

Applicants should have a Bachelor's degree, preferably with post-qualification working experience gained in tertiary education sector. They should have an excellent command of both written and spoken English and Chinese. They should also have strong interpersonal, time management, problem-solving and organizational skills. They should be a good team player, highly attentive to details, self-motivated, and able to work under strict timelines. Experience in programme administration will be advantageous.

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 on or before **10 March 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.

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

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