

Executive Assistant (Ref: 2500296)
Department of Social Sciences and Policy Studies

The appointee will support the administration of the Master of Arts in Personal Finance Education programme. Key responsibilities include managing student enrolment, course scheduling, budgeting, and logistics; serving as the main contact for student inquiries; preparing programme documentation such as reports and proposals; and supporting quality assurance initiatives. Additionally, the role involves promoting the programme through strategic efforts, organizing academic events, and fostering collaboration with internal and external stakeholders. The appointee will also handle any duties as assigned by the Programme Leader and supervisors.

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 **8 April 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.