

## **Executive Officer II / Executive Assistant (Ref: 2500635)**

### **Academy for Educational Development and Innovation**

As a rapidly expanding University's establishment which strives to become a hub of education development and innovation in the context of Hong Kong SAR, the Greater Bay Area, mainland China and beyond, the Academy for Educational Development and Innovation (AEDI) is seeking elite and professional administrators' experiences in local higher institutions.

#### **Executive Officer II**

- The appointee will be responsible for providing executive support to the operation and development of the Academy.
- He/She will be responsible for supporting the development and managing daily operation of the AEDI (e.g. providing administrative support to taught postgraduate programmes, research-related activities, committees and meetings, maintaining procedures following the University's policies and guidelines, handling of confidential documents/information, data and information for reporting, drafting of correspondence/proposal/presentation materials).
- Managing projects, planning and organising activities/events, and participating in duty trips if needed.
- The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Director or his delegate(s).

Applicants for Executive Officer II should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably including 2 years of solid administration experience at tertiary institutions.

#### **Executive Assistant**

- The appointee will be responsible for providing executive and clerical support across various functions of the Academy.
- He/She will be responsible for managing the daily operation of the AEDI (e.g. taught postgraduate programmes, website and social media management, research-related activities, assisting in committees and meetings, assisting in drafting proposals/emails/presentation materials, office management).
- Support in planning and organising activities/events, and participating in duty trips if needed
- The appointee will also be required to perform other duties as assigned by the Director or his delegate(s).

Applicants for Executive Assistant should have a Bachelor's degree, preferably with working experience in administration at tertiary institutions.

All applicants should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adapted to a multi-tasking work environment, have good IT literacy and mastery of AI applications. be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 **27 June 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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