

Executive Officer II (Ref: 2500640)
Department of Literature and Cultural Studies

The appointee will be responsible for providing a wide range of executive support to academic programme management and development, teaching and learning-related, and research-related matters in the Department. He or she will also serve as secretary to various committees, write reports and proposals, liaise with students, alumni, internal units, and external bodies. The appointee will also assist with teaching assignments and timetabling, support programme admissions, marketing campaigns, provide administrative support to courses and programme, contribute to departmental and programme initiatives, coordination, and event management, supervise junior staff and perform other duties as assigned by the department and the programme.

Applicants should have a Bachelor's degree and have several years of solid working experience at the executive level, preferably gained in the tertiary education sector. They should have strong interpersonal, writing, and administrative skills, with proficiency in both English and Chinese (Cantonese and Putonghua). They should demonstrate strong leadership abilities, attention to detail, self-motivation, and the capacity to work independently as well as collaboratively as a good team member. The ability to work under pressure and tight timeline is essential.

For information of the Department of Literature and Cultural Studies, please visit <https://www.eduhk.hk/lcs/en/>

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 **2 July 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>.

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