

Executive Assistant (Ref: 2500692)

Resource Centre for Interdisciplinary Studies and Experiential Learning

The appointee will provide a wide range of teacher development support to a sizeable project on financial education in local primary schools. This involves assisting with the teacher development coursework, supporting teacher training courses, supporting the running of a community of practice groups, collaborating with local and overseas parties, maintaining contact with teachers, preparing documents, and performing other duties within the project. The candidate should be able to provide IT support to meetings, workshops and events.

Applicants should possess a Bachelor's degree along with some post-qualification full-time working experience, preferably in the school or educational sector. The initial appointment will be for two years with the possibility of renewal, subject to mutual agreement. The successful appointee should have good proficiency in written and spoken English and Chinese and good interpersonal, communication, IT, time management, and problem-solving skills.

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. **Review of applications will start from 23 July 2025, and will continue until the post is filled.** 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>.

EdUHK is an Equal Opportunities Employer.