

**Assistant Global Affairs Officer (Ref: 2500792)**  
**Global Affairs Office**

Serving as an international relations arm of the University, the Global Affairs Office has its major responsibilities for development of international collaboration with strategic partners worldwide; promotion of the University internationally; recruitment of non-local students; and organising non-local experiential learning programmes including student exchange programmes. The Office is looking for a dynamic and committed individual with strong interests in this line of work.

The appointee will be responsible for (i) organising non-local experiential learning programmes, including student exchange initiatives and other on-campus activities to promote internationalisation; (ii) assisting in student advising for the preparation and participation in non-local learning experiences; (iii) contributing to the production of printed promotional materials and managing social media content; (iv) providing support for matters and events relating to non-local student recruitment, promotion and development; (v) assisting in the development of international collaborations with strategic partners worldwide; and (vi) providing general assistance across various functions of the Office and undertaking any other duties as assigned by supervising officer(s). Travelling to the Greater China region and other parts of the world may be required.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience, good interpersonal and communication skills, high proficiency in both English and Chinese (Cantonese and Putonghua) and be literate in computer applications including MS Word, Excel, PowerPoint, graphic design tools and web applications. Relevant experience in programme administration and student mobility gained in tertiary institutions is preferred.

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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 appointee will hold a substantive rank of Executive Assistant in the University.

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 **6 August 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.**