

**Executive Assistant  
(holding a functional title of Project Co-ordinator) (Ref: 2500809)  
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. Responsibilities include assisting the team with teacher development coursework, supporting and implementing teacher training courses and a community of practice groups, collaborating with local and overseas parties, maintaining close contact with schools and teachers, preparing documentations, and performing other duties as assigned by the supervisor. The candidate should be capable of providing IT support for meetings, workshops, events and website. The initial appointment will be for two years with the possibility of renewal, subject to mutual agreement and funding availability.

Applicants should possess a Bachelor's degree along with some post-qualification full-time working experience, preferably in the school or educational sector. The successful appointee should demonstrate proficiency in written and spoken English and Chinese, as well as good interpersonal, communication, IT, time management, and problem-solving skills.

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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 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 **20 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.

Further information about the University is available at <http://www.eduhk.hk>.

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