

Executive Assistant (Ref: 2501236)

Global Institute for Emerging Technologies - Future Team

The Global Institute for Emerging Technologies-Future Team (GIET-FT), under the Academy for Applied Policy Studies and Education Futures (AAPSEF), is seeking an inspirational and energetic candidate for the position of Executive Assistant to support its expanding scope of Master's programme and activity initiatives. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

The appointee will join the teams of highly qualified educators to deliver a wide variety of administrative works. Responsibilities include:

- Assist with Master's programme promotion, admissions, enrollment, and other associated tasks.
- Assist with the organization and management of events held by GIET and the academy, including but not limited to student orientation sessions and onboarding and graduation.
- Assist in post-event evaluations and compiling feedback reports.
- Liaise with external partners and collaborators for joint events or initiatives.
- Draft newsletters, announcements, and promotional materials for MA program and relevant GIET-FT activities.
- Manage social media accounts and digital presence for the MA program.
- Develop industrial outreach for the MA programs and liaison with partners.
- Monitor budgets and assist with financial reporting and procurement.
- Support internal audits and compliance documentation.
- Contribute to strategic planning sessions and provide administrative insights.
- Assist with general duties, such as, preparing administrative documents and regular reports, maintaining office operations and managing supplies.
- Performing any other duties as assigned by Co-Director, Associate Co-Director or their delegate(s).

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 proficient in computer applications including MS Word, Excel, PowerPoint, web applications and AI Tools. Relevant experience in event and programme administration and office management gained in tertiary institutions is preferred. Fluency in Putonghua will be an advantage.

Applicants who have responded to previous advertisement (Ref: 2501110) for the same position is under consideration and need not reapply.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 December 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/jobsoff/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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