

Executive Officer II (Ref: 2400674)
Department of Psychology

The appointee will be responsible for providing administrative support relating to learning and teaching including new programme development, quality assurance and enhancement, student matters, field experience, etc.. He/she will also provide secretarial support to the relevant committees/panels and administrative support for learning and teaching-related projects. He/she will also need to compile handbook/manuals/guidelines, prepare reports, support staffing, and play a coordinator role in some tasks and events organized by the Department.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably gained in tertiary institutions. Having experience in committee secretariat responsibilities, staffing, and supporting learning and teaching/academic programme would be advantageous. Proficiency in both English and Chinese (including Putonghua) is essential. Additionally, exemplary communication and interpersonal abilities are required. The ideal candidate should demonstrate strong teamwork, meticulous attention to detail, self-motivation, and the ability to work effectively under pressure.

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 **10 July 2024**. 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.