

Executive Officer II (Ref: 2401037)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing executive support to the strategic development of the Faculty; handling matters relating to programme administration; liaising with internal and external members for academic / research issues; programme development, implementation and review; coordinating programme promotion, student recruitment activities and scholarship applications; handling student matters; organising events / seminars / student learning activities; serving as secretary to boards / committees; and carrying out general administrative duties.

Applicants should have a Bachelor's Degree with several years of post-qualification working experience, preferably including 2 years' programme administration experience in tertiary institutions. They should be proficient in both English and Chinese (Cantonese and Putonghua), with excellent communication and interpersonal skills, and literate in computer applications including MS Word, Excel, PowerPoint, Chinese Word Processing, and Web applications. Applicants should also be a good team player, attentive to details, self-motivated and able to work 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 **11 October 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. 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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