

Executive Assistant (Ref: 2401082)

Resource Centre for Interdisciplinary Studies and Experiential Learning

The appointee will provide a wide range of curriculum design and development support to a sizeable project on financial education in local primary schools. Responsibilities include assisting with the curriculum/course design work, supporting field testing, communicating with local and overseas parties, preparing meeting documents, and performing other duties within the project. The candidate should be able to provide IT support to meetings, workshops and events.

Applicants should possess a Bachelor's degree along with some post-qualification working experience, preferably in the school or educational sector. The initial appointment will be for one year with the possibility of renewal, subject to mutual agreement. The successful appointee should have good proficiency in written and spoken English and Chinese and good interpersonal, communication, IT, time management, and problem-solving skills.

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. **Review of applications will start from 16 October 2024, and will continue until the post is filled.** 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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