

[About Us](#)[Employment Opportunities](#)[Policies \(for new appointees\)](#)[Contact Us](#)[Feedback & Comments](#)**For Staff Only**[News & Announcements](#)[Policies & Procedures](#)[New Appointment Kit](#)[Orientation and Induction](#)[Download Area](#)[FAQ](#)[Performance Pledges](#)

Enter your keywords:

[Home](#)[Sitemap](#)

Employment Opportunities

FACULTY OF SOCIAL SCIENCES

DEPARTMENT OF HISTORY

Executive Assistant (PR0154/22-23)

The appointee is expected to provide administrative support to the Department and Faculty of Social Sciences (if necessary) to:

- Facilitate all academic events, organize activities such as Annual Assembly, Consultative Meeting, and other deliverables;
- Serve as the Executive Editor for the monthly Newsletter;
- Handle press releases, public relations matters, and potential collaborations;
- Support the production of promotional video(s) and general digital tasks;
- Assist in connecting with donors, supporters, alumni and external guests;
- Support the Alumni Association(s) and coordinate with executive members to organize alumni reunions and fund-raising events;
- Support the Department's Peer Mentoring Program;
- Support digital and teaching related tasks;
- Facilitate guest visits and organize committee meetings;
- Identify the annual winners of student scholarships;
- Closely work with internal and external parties to release and collect information;
- Regularly communicate with undergraduate and postgraduate students, faculty members and colleagues on all kinds of update; and
- Carry out other ad hoc duties as assigned.

Requirements:

Applicants should possess a bachelor's degree in a relevant discipline with at least 2 years of relevant work experience. An excellent command of both written and spoken Chinese (Cantonese and Putonghua) and English is required. They are expected to be self-motivated, have a strong sense of responsibility, have strong communication and interpersonal skills, and be able to work both independently and in a team. The candidates should also be competent in computer software applications, e.g. Adobe Photoshop, Illustrator, InDesign, etc. Knowledge and experience in design, editing, photo-taking and video recording, and a positive working attitude will be advantages.

The initial appointment will be offered on a fixed-term contract of 1 - 2 year(s). Re-appointment thereafter will be subject to mutual agreement.

Salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to submit their applications at the HKBU e-Recruitment System (jobs.hkbu.edu.hk). Those who are not being invited for interview 8 weeks after the submission of the application may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://hro.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms and conditions applicable at the time of offer.

Closing date: Review of applications will begin on 26 September 2022 and will continue until the position is filled.