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DevelopmentMedical & Dental
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Enter your keywords:

 [Home](#)[PSS Website](#)[Sitemap](#)

Employment Opportunities

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DEPARTMENT OF HISTORY

Executive Assistant (PR204/16-17)

The appointee is expected to support the Department to (a) release departmental information and news to both internal and external parties; (b) edit departmental e-newsletters and other publicity materials; (c) organise annual assemblies, consultative meetings and occasional academic/social events; (d) support the Department's peer-mentoring programme; (e) communicate with undergraduate and postgraduate students; (f) reconnect with alumni and liaise with internal units and external bodies as well as supporters of the department; (g) supervise the regular posting of discipline-related newspaper entries within the department; (h) manage the collections of references, theses, journals and display items in the department; (i) preserve systematically the textual and pictorial archives of the department; and (j) carry out other duties as assigned.

Applicants should possess a Bachelor's degree in History or related disciplines, and preferably with two years of work experience. Excellent command of both written and spoken English and Chinese (Cantonese and Putonghua), competency in computer software applications, strong communication and interpersonal skills are required. Knowledge and experience in design, editing, photo taking, video recording, and a positive working attitude will be advantages.

Initial appointment will be made on a fixed-term contract of two years commencing February 2017 or as soon as possible. Re-appointment thereafter is subject to mutual agreement and availability of funding.

Salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to write in response to the requirements and provide an updated curriculum vitae and/or fill in the application form which is obtainable (a) by downloading from <http://pers.hkbu.edu.hk/applicationforms>; or (b) by fax at 3411-7799; or (c) in person from the Personnel Office, Hong Kong Baptist University, AAB903, Level 9, Academic and Administration Building, 15 Baptist University Road, Kowloon Tong, Kowloon. Completed application form should be sent to the same address. Please quote PR number on all correspondence. Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://pers.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 then applicable at the time of offer.

Closing date: **7 January 2017**

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[Back](#)