

Assistant School Partnership and Field Experience Manager (Ref: 2401068) School Partnership and Field Experience Office

The appointees will coordinate and provide administration support to various special projects related to Field Experience, school & community partnership. He/she will be responsible for coordinating large-scale conferences/events; providing quality administrative services and supporting the daily operations of the Office as needed; liaising with local/overseas/mainland universities, schools, community partners, internal and external departments; providing secretariat services to committees and meetings; preparing reports and proposals; and any other duties and projects as assigned by supervisor(s). The appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement and fund availability.

Applicants should have a recognised Degree with several years of post-qualification full-time working experience in tertiary institutions or public organizations. Applicants are expected to be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in computer applications including MS Word, Excel and PowerPoint. They should demonstrate excellent interpersonal and communication skills; and good analysis and problem-solving skills. They should also be attentive to details and able to work under pressure. Experience in organizing large-scale conferences/events and knowledge or experience of education in Mainland China will be an advantage. Working off-campus and outside office hours may be required. Shortlisted candidates will be invited to attend an interview and/or written test.

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 appointee will hold a substantive rank of Project Officer in the University.

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 **16 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.

Further information about the University is available at <http://www.eduhk.hk>.

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