

Clerk (Ref: 2401272)

Department of Literature and Cultural Studies

The appointee will be responsible for providing administrative support to the Department. The main duties will include:

- (a) Providing clerical and operational support to undergraduate programmes, including but not limited to timetabling, admission, and scholarships, etc.
- (b) Providing logistical support for meetings, events, and activities, etc.
- (c) Assisting in data entry and compiling reports.
- (d) Carrying out general administrative duties.
- (e) Performing any other duties as assigned by the supervisors.

The initial appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have at least Level 2 or equivalent or above in 5 subjects including Chinese Language, English Language and Mathematics in the HKDSE; or Grade E (Level 2) or above in 5 subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. They should have a good command of both written and spoken English and Chinese, possess strong computer skills including Microsoft Word, Excel, and PowerPoint, and demonstrate fast and accurate word-processing abilities in both Chinese and English. They should also have a strong sense of responsibility and initiative, be self-motivated and attentive to details, have strong organisational, communication and interpersonal skills, and be effective team players.

For information on the Department, please visit: <https://www.eduhk.hk/lcs/en/>.

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 **17 December 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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