



## **Senior Administrative Officer, Academic Programme, Hong Kong Art School**

### **Responsibilities:**

- Provide professional administrative interface between staff and students at Hong Kong Art School, an educational arm of Hong Kong Arts Centre, and deal efficiently with operational matters of the School and respond appropriately to student welfare issues.
- Work closely with Programme Coordinator, supervisors and management team to support the daily operations and administration of the School academic programmes.
- Mainly administer bachelor degree programmes and involve in other award-bearing programmes if needed.
- Perform various administrative duties, including but not limited to maintaining student databases, preparing correspondence, managing event calendars etc.
- Manage programmes' timetabling, assessment schedules, activities and venue booking on an ongoing basis.
- Handle meetings and related administrative tasks as well as logistic arrangements (e.g. agenda, minutes, reports, schedules, venue booking and set up) in accordance with School procedures.
- Handle enquiries and requests by students, teaching staff and assist them on a timely manner.
- Handle student admission, application, interview and onboarding matters, including new student orientation and other registration arrangements.
- Assist student's recruitment and marketing events occasionally.

### **Requirements:**

- Degree holder in any disciplines.
- Minimum 3 years of relevant work experience, preferably with academic programme administrative experience.
- Excellent organizational skills and attentive to details.
- Independent and possess a strong sense of responsibility.
- Proactive and a good team player with strong problem solving, interpersonal and communication skills.
- Excellent communications and writing in both English and Chinese
- High proficiency in MS Office including Word, Excel and PowerPoint, and a fast learner of new systems.
- Candidate with less experience will be considered as Administrative Officer.



Interested parties please email your resume and covering letter (please quote our reference, your current and expected salary and available date) to Human Resources Department, Hong Kong Arts Centre via email [hr@hkac.org.hk](mailto:hr@hkac.org.hk).

Only short-listed candidates will be contacted.

We are an equal opportunities employer committed to workforce diversity and fair employment practices. All data collected will be used for recruitment purpose only.