

Gratia Christian College is registered under the Post Secondary Colleges Ordinance (Cap. 320) and has started offering degree programmes since 2015. Currently, Gratia is offering 4 full-time bachelor honours degree programmes, 5 higher diploma programmes, an advanced diploma programme, a professional diploma programme, and another at diploma level, with the vision of becoming a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

Applications are invited for the following position:

Executive Assistant (Programme Management)

Requirements:

- a) obtain a recognized degree or Higher Diploma qualification, preferably in Marketing / Journalism / Business Administration or related subjects;
- b) be proficient in written and spoken English and Chinese (preferably with fluent Putonghua);
- c) possess good communication, conceptualization, and coordination skills;
- d) be familiar in handling academic- and student-related activities as well as in organizing programme marketing activities for student recruitment;
- e) communicate effectively with relevant internal and external parties; and
- f) have knowledge of basic quality assurance measures in administering academic programmes.
[Candidates with less experience can be considered]

Responsibilities:

- a) Assist the Registry / relevant Head of School and / or the programme team, where applicable, in managing academic- and student-related matters;
- b) Assist in organizing programme marketing activities, promoting student recruitment, and liaising with relevant internal and external parties;
- c) Liaise with College's academic and administrative units in support of programme administration and the College's overall development;
- d) Perform logistics for committee meetings, including minutes writing; and
- e) Carry out duties as assigned by supervisors.

Terms of Appointment:

Salary will be commensurate with qualifications and experience. Appointment would normally be offered on a two-year contract basis with a possibility for renewal. Medical benefits and annual leave will be provided.

How to Apply:

Please apply in writing with full resume and copies of academic credentials, the latest / expected salaries, and the earliest date of availability. Applications should reach the Human Resources Office, Gratia Christian College, 5 Wai Chi Street, Shek Kip Mei, Kowloon, or by email to hr@gratia.edu.hk on or before *25 July 2025 (Friday)*. Shortlisted candidates will be required to undergo a written test. Interview may be arranged before the application deadline if suitable candidates can be identified.

Personal data collected will be used for recruitment-related purposes only.