



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, one professional diploma programme at QF Level 4 status, and another advanced diploma at level 5 at QF Level 5, 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.

The College now seeks to recruit suitable candidates for the following position:

Executive Assistant (Student Development Office):

Responsibilities:

We are seeking a proactive and organised Executive Assistant to support the Student Development Office in delivering high-quality student programmes and services.

Qualified candidates should:

- Possess a recognized bachelor's degree or Higher Diploma;
- Relevant administrative and office-management experience; experience in the tertiary education sector is a plus;
- Be equipped with good organizational and communication skills;
- Self-motivated, proactive, and able to manage multiple tasks and competing deadlines.
- Have literacy in computer applications;
- Fluent in written and spoken English and Cantonese; proficiency in Mandarin is an advantage.

Main Duties and Responsibilities

- Provide clerical and administrative support for student development programmes and activities aimed at cultivating servant leadership among students;
- Assist with student scholarship and finance-related administrative tasks;
- Support communications and administration for student societies and groups, including venue bookings, funding applications, and related coordination;
- Provide logistical support for seminar, workshop, training, study tour, meeting and other student events.
- Perform other duties as assigned by the Supervisor.

Terms of appointment:

Salary will be commensurate with qualifications and experience. Appointment is on contract basis. Annual leave and medical benefits will be provided.

Applications:

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applications should reach the Human Resources Office, Gratia Christian College, Address: 1/F, 69-119 Broadway Street, Mei Foo Sun Chuen, Phase 4, Kowloon, Hong Kong, or by email to hr@gratia.edu.hk on or 8 May 2026, Friday. For enquiries, please call at Tel: (852) 2115 1215 ext. 809 or 804

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