



Bachelor of Science
Executive Management
Care. Ethics.
Social Responsibility.

Bachelor of Science in Executive Management

BSc(EM)

(Senior Year Entry)

Programme Features

- **Education-focused:** executive management in educational organisation
- **Careers:** schools, NGOs and private sectors
- **Instructors:** academic and practitioner experiences
- **Broad-based:** corporate languages, information technology, and different business management functions
- **Internship:** apply theory and knowledge in a professional setting

Programme Information

Target Students: Local and Non-local

Study Period: 2-year Full-time

EdUHK Programme Code: A2B104

Tuition Fee:

HK\$47,000 per annum (local)

HK\$180,000 per annum (non-local)

(provisional and subject to adjustment)

Website:

www.apply.eduhk.hk/ug/programmes/bsem

What is executive management?

Manager	Executive
• oversees a specific group of processes within a company • there may be several managers who all focus on different aspects of operations in a company	• focus on making business decisions to help an organisation or company succeed • often hold the highest seat of leadership within an organisation, which means other leaders report to them





CHAPTER

01



The Market Needs of Education-Focused Executive Talent





Purpose of serving in Schools and NGOs

For the causes we care about

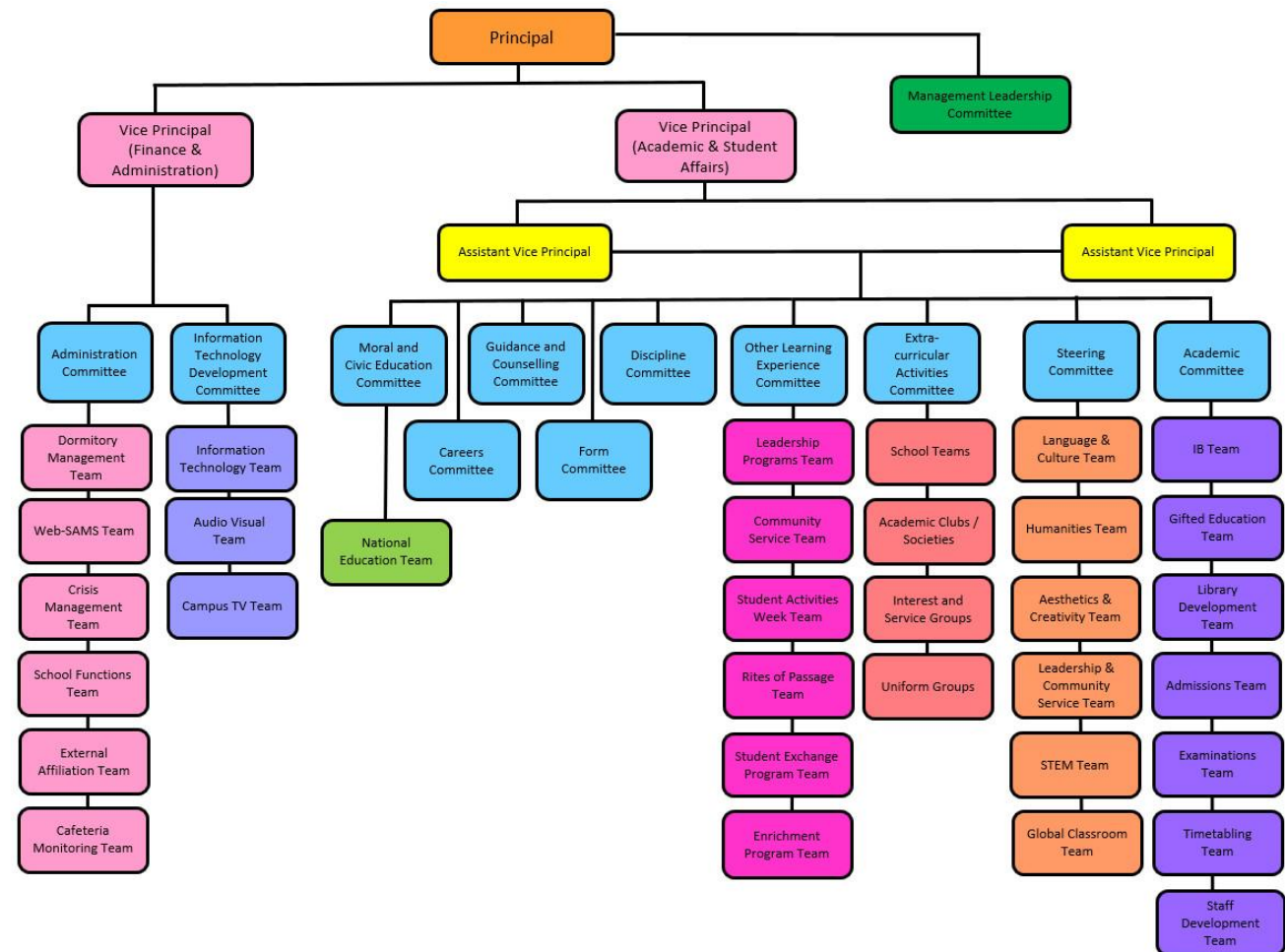
- Commitment to students
- Sustainable development
- Social Inequality
- Environmental sustainability
- Sustainable development



Schools: Who are they looking for?

School structure

- Practical legal knowledge
- Risk management
- Human resources
- Financial management
- Public relations
- Programme/ project management
- Corporate Language



Schools: Who are they looking for?

27	61,865
26	59,110
25	56,450
24	53,980
23	51,545
22	49,230
21	47,010
20	44,765
19	42,640
18	40,620
17	38,715
16	36,850
15	35,080

- (i) creating a regular School Executive Officer (School ExO) post¹ within the approved non-teaching staff establishment of aided schools for appointing a full-time School ExO with a local bachelor’s degree (or equivalent). The salary of the School ExO is pegged at that of a civil service Executive Officer II, i.e. Master Pay Scale Points 15 to 27. Please refer to Appendix 1 for the entry requirements, proposed scope of responsibilities, remunerations and other appointment details of the post; or

Characteristic of this job



Stable



Administration oriented



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School: Who are they looking for?

- Leadership
- Financial management
- Human resources management
- Knowledge and data management
- Corporate language

學校行政主任 (代產假)

More jobs from this Company

Descriptions

- 持本地學士學位或以上 (或同等學歷)、具良好中、英文溝通及寫作能力
- 負責協助統籌學校日常行政事務，包括支援法團校董會事務、人事管理、財務管理、資源管理及採購招標等。其他職責參見教育局通函 37/2019 號【一校一行政主任】政策附件
- 良好溝通技巧、富責任感、細心、有組織 / 解難能力及獨立處理工作
- 具學校行政管理工作經驗者優先
- 到職時段：2025 年 12 月 3 日至 2026 年 3 月 10 日

聖公會聖十架小學

學校行政主任 (代產假) (11 月中到職) (2024/25 學年)

More jobs from this Company

Descriptions

- 持有本地學士學位或同等學歷，具良好中英口語及書寫能力
- 對資助學校的運作、相關則例有認識
- 協助督導及統籌學校行政事務
- 協助財務資源管理、招標、採購、人事管理及處理學校日常行政事務等
- 支援法團校董會的運作
- 有學校行政管理工作經驗優先
- 持會計或行政管理相關資歷優先
- 學歷要求及工作內容可參閱教育局通函 37/2019 號「一校一行政主任」政策



Type of NGOs



Non-governmental organizations

- Charity (e.g., Crossroads Foundation)
- Service (e.g., Red-cross, St. John)
- Social enterprise



Crossroads
Foundation
國際十字路會



St John

HONG KONG · 香港



Administrative Assistant

More jobs from this Company

<http://www.hongchi.org.hk>

匡智會是專為智障人士服務的非牟利機構，為不同年齡及智障程度人士及其家庭提供全面服務。現誠聘上述職位。

Descriptions

Ref.: AA(PSC-D)/18/09/24/M

Responsibilities :

- Provide secretarial and administrative support to Centre Manager
- Assist to liaise with internal and external parties to ensure smooth daily operations
- Responsible for internal documents control and maintain effective document system
- Collating data and compiling statistics / figures and preparing various management reports
- To assist in handling the incoming and outgoing enquiries via telephone, facsimiles, e-mail, mail and general correspondence
- Ad-hoc job assigned by Manager

Requirements :

- Degree or Diploma holder in Administration / Management / relevant discipline with relevant experience
- 2 years' NGO / public institution experience is preferable
- Good command of written and spoken English and Chinese
- Organized, attention to details, proactive, team-oriented and able to work independently
- Proficient in the use of MS Office applications
- Work Location : Tai Po



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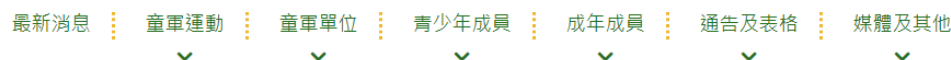
NGO: Who are they looking for?

Junior level:

- Public relations management
- Data management
- Corporate language



NGO: Who are they looking for?



Officer

參考編號 : JA/2024/C16/A15

Main Duties

- Handle **daily operation** and administrative duties;
- Assist in **organizing programme** and training activities;
- Provide **secretarial support to committees and meetings**.

Requirements

- University graduate with a few years' working experience is preferred;
- **Good command of written and spoken English and Chinese**;
- Good communication and interpersonal skills;
- Well-organised and attentive to details;
- Able to work independently and under pressure.

To apply, please send detailed resume (incl. results of HKDSEE/HKCEE, or equivalent) with current and expected salary to **Human Resources Branch** (by email: recruit@scout.org.hk or by post: Scout Association of Hong Kong, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon) with subject marked "Confidential/OFF" and "REF: JA/2024/C16/A15". To reduce carbon footprint there is no need to send copies of certificates at this stage.

Note:

1. All information provided by the applicants will be kept confidential and used for employment related purposes only.
2. Prospective employees are required to undergo Sexual Conviction Record Check.

Middle level:

- Executive management
- Programme development and management
- Knowledge management
 - Corporate Language



NGO: Who are they looking for?

Senior level:

- Programme development and management
- Policy advocacy and entrepreneurship
- Public relation management
- Financial management
- Corporate language

Project Development Senior Officer/ Officer/ Executive

Responsibilities:

- Ensure effective **implementation and coordination** of a range of activities and initiatives, aligning with clients' **projects and requirements**, aiming to make **positive changes** on the environmental protection.
- **Coordinate with different** project partners, engaging suppliers, contractors and **stakeholders**.
- Participate in the **design of project** mechanisms.
- Carry out project monitoring, review, reporting and evaluation based on **funding proposal**.

Requirements:

- Degree holder in environment or communication with at least 2 years of relevant experience.
- Able to work independently, multi-tasked and result-oriented.
- **Good command of both written and spoken English and Chinese.**
- Environmental knowledge such as waste management is highly preferred.
- Candidates with less experience will be positioned as Officer or Executive.

NGO: Who are they looking for?

Characteristics of these jobs:

- All-round skills
- Entrepreneurial spirit
- Passionate
- Full of possibility



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A photograph of a paved road that splits into two separate paths, each leading into a vast field of golden-brown crops. The sky is filled with large, dramatic clouds, and the sun is visible on the left side, creating a strong light source. The overall mood is contemplative and suggests a choice between two different directions or paths.

We are offering you two paths...
What's your choice?

Internship Partners

- We try to match your interests
- Pathways—Schools or NGOs
- Location—Hong Kong or other cities in the Greater Bay Area

圖史教育中心(香港)



消費者委員會
CONSUMER COUNCIL



學友社
Hok Yau Club

World Vision
世界宣明會



United Nations
Educational, Scientific and
Cultural Organization



CISV China
Building global friendship

ICE
INTERCULTURAL
EDUCATION



JA
Hong Kong
青年成就香港部



St John

HONG KONG · 香港



Save the Children
救助兒童會



United Nations
Educational, Scientific and
Cultural Organization
UNESCO Hong Kong Association
香港聯合國教科文組織協會
The Movement of Associations of UNESCO

UHK



Global Peace Centre
和平中心



WORLD GREEN
ORGANISATION
世界綠色組織



SPCA
愛護動物協會



深圳北站港澳青年
創新創業中心
Shenzhen North Station-Center for
Hongkong&Macao Youth Innovation and
Entrepreneurship



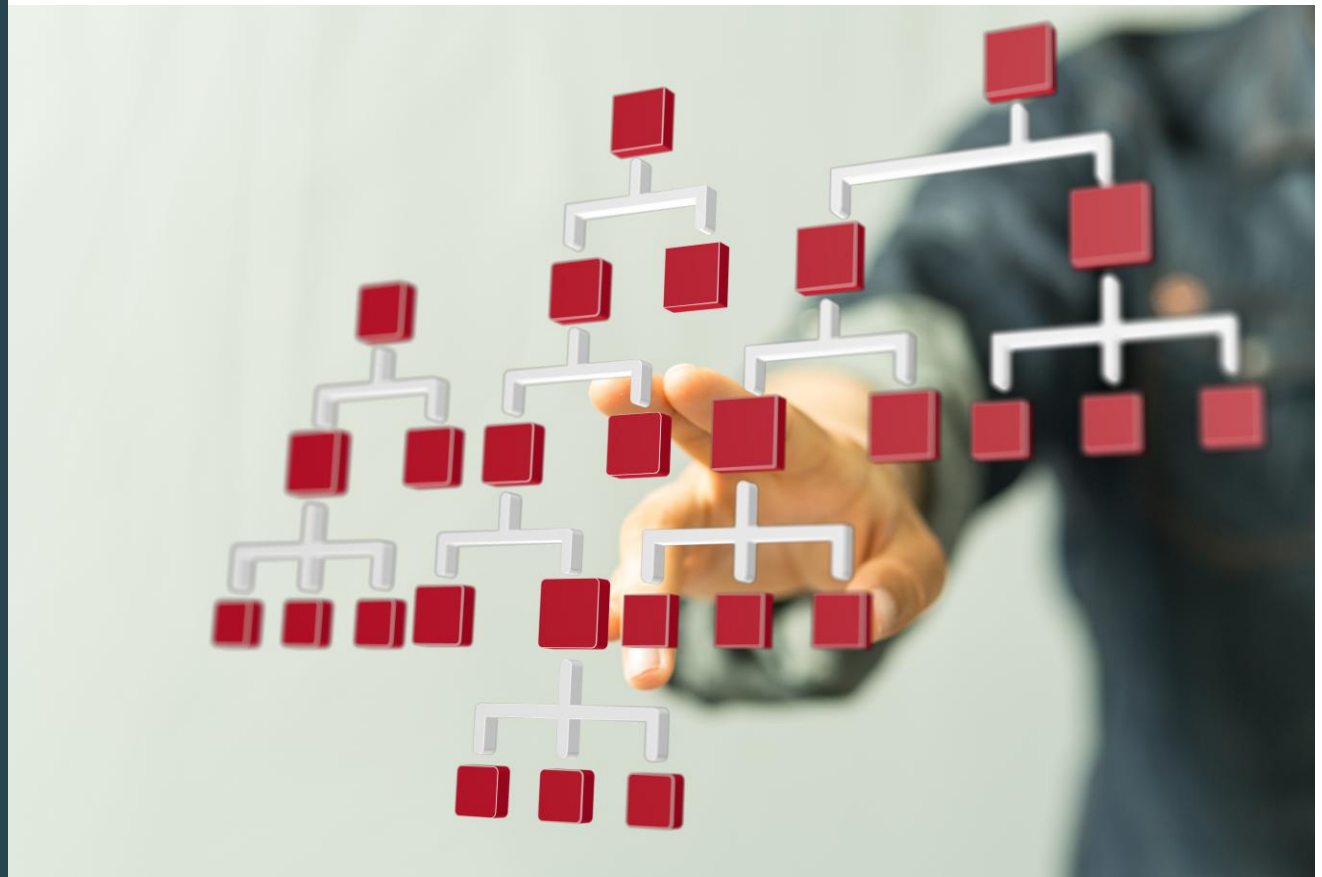


CHAPTER

02



Programme Characteristics and Structure



Programme Structure

Highlights

Practical skills

- Management skills
- Corporate Language

Experiential learning

- Internship (HK & GBA)
- Capstone Project / Honours Project

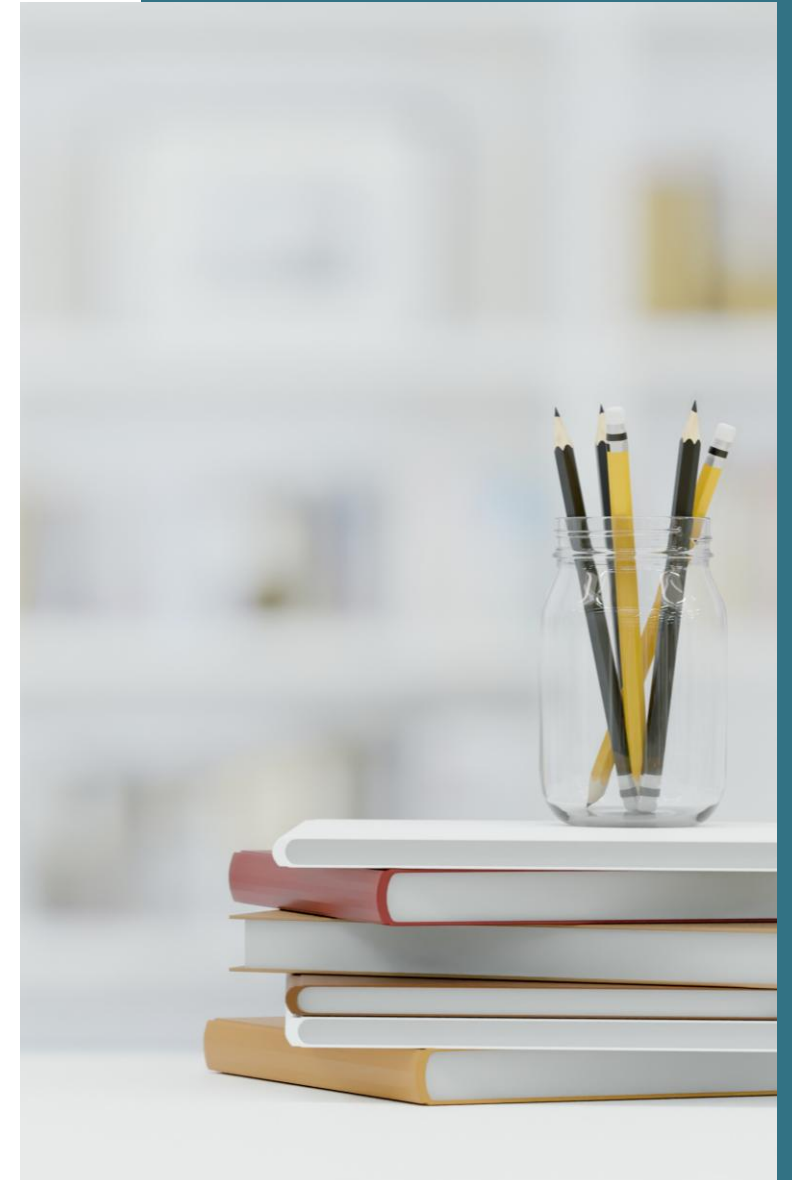
Domains	Credits
Major	30
Programme Package	15
Internship	6
General Education	2
Final Year Project	6
Digital Competency Requirement	1
Total:	60



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Major Courses

- Entrepreneurs in educational and non-profit organisations
- Leadership and organisational sciences for educational and non-profit organisations
- Programme development and management
- Practical legal knowledge for educational practitioners & NGOs
- Human resources management and development
- Financial management and accounting for educational and non-profit organisations
- Public relations management for educational and non-profit organisations
- Knowledge and data management: Scientific perspectives
- Policy advocacy and community engagement
- Cross-Faculty Core Course: Engagement in the Greater Bay Area





Programme Package

- Corporate language (Chinese)
- Corporate language (English)
- Information technology and automation for educational and non-profit organizations
- Organizational and executive management: Cross-cultural perspectives
- 21st Century Skills and Values Education

Final Year Project

- Honours Project (Phase I): Research methods and proposal
- Honours Project (Phase II): Research report
- Capstone Project (Phase I): User experience design - organizational/project management proposal
- Capstone Project (Phase II): User experience design - Implementation and report

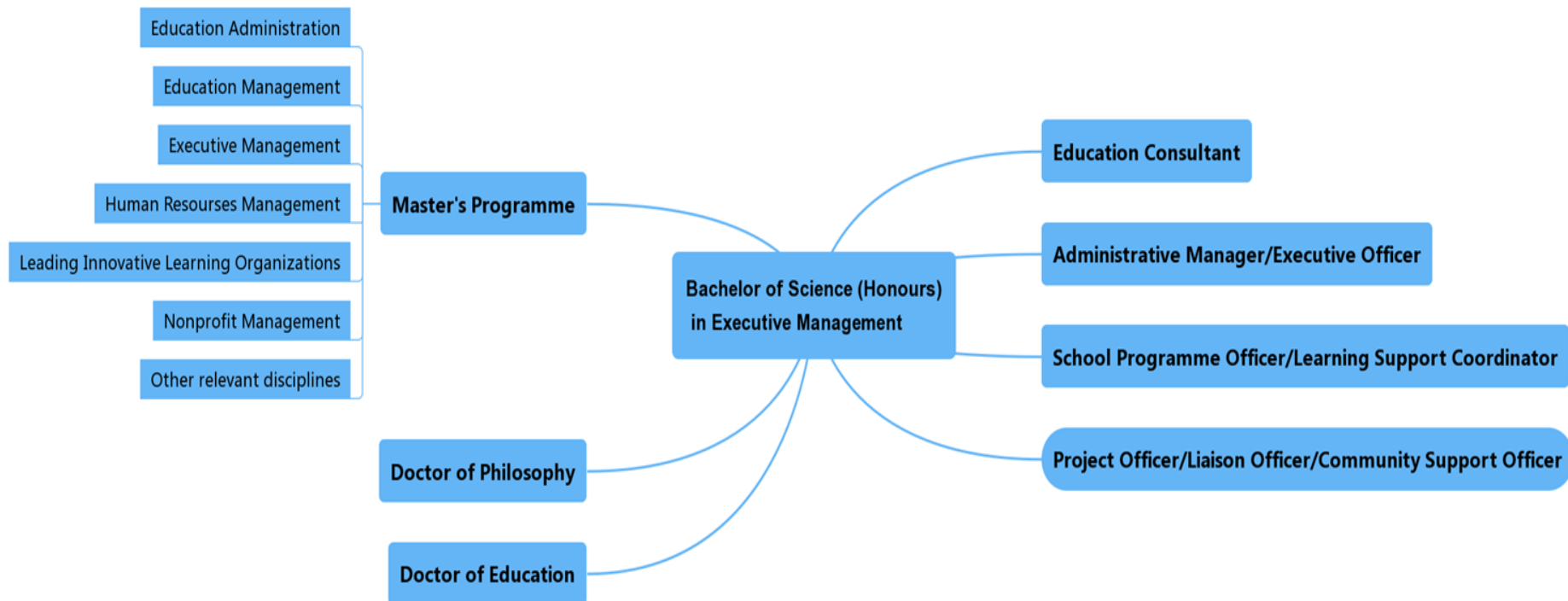


Experience and portfolio building

- Internship (6 cps) (Summer)
- Final Year Project
- University ePortfolio



What can you do after graduation?





General Admission Requirements

A recognised **post-secondary** qualification
e.g. an **Associate Degree / Higher Diploma** preferably in areas

- **Education** and Social Science related areas;
- Business Management, Event Management,
- Applied Social Services, Communications,
- Social Policy and Administration;

For further enquiries: bscem@eduhk.hk





CHAPTER

03



Tips for Interview



Interview Flow

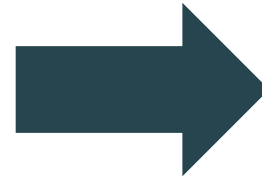
Step 1: Self Introduction (approx: 1 min)

Self Introduction

- Positive lasting impression
- Be relevant
- Be natural
- Be original
- Be considerate

Appearance

- Be Punctual
- Dress Smart
- Be well-groomed
- Smile
- Relax



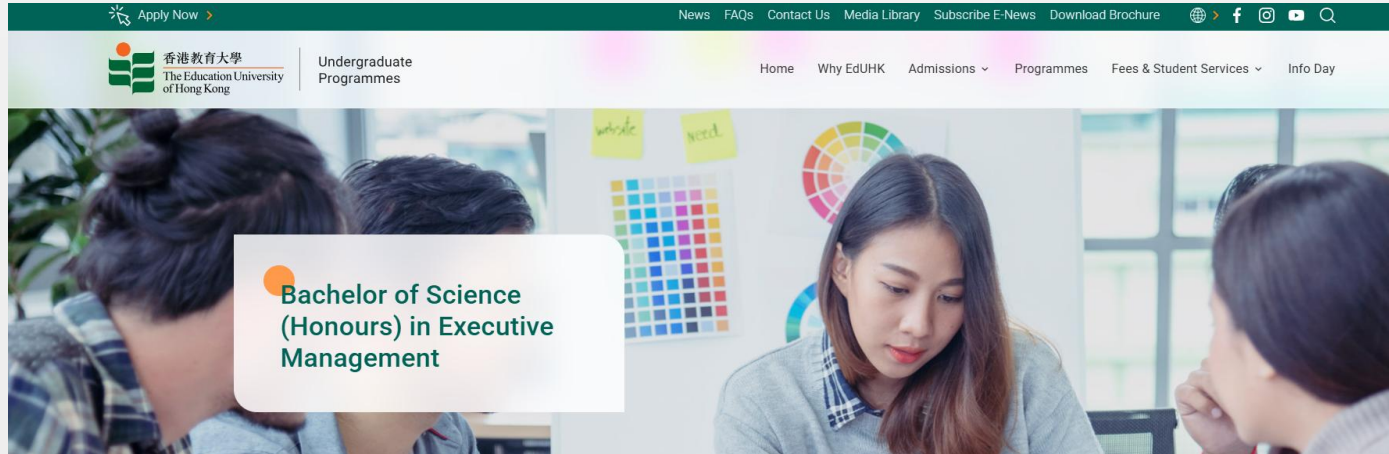
Step 2: Case Studies In groups (approx: 10 mins)

Problem Solving Skills



Cooperation





Apply Website



Keep in Contact



<https://bscem.eduhk.hk/>



bscem@eduhk.hk



(852) 2948 6576

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51

則帖子

445

位粉絲

397

人追蹤中

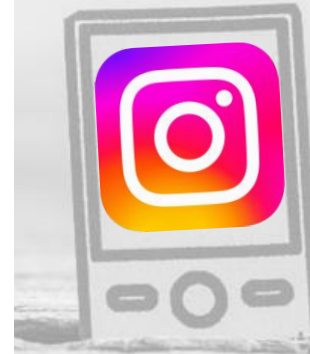
教大行政管理 懿行

香港教育大學教育政策與領導學系 @epl.eduhk

2025-2026 年度 第三屆系會幹事會 懿行 🌞

2024-2025 年度 第二屆系會幹事會 天行 🌌

2023-2024 年度 第一屆系會幹事會 政協 🦉





Q & A



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