



ADMINISTRATIVE COORDINATOR (PART-TIME)

As the **Administrative Coordinator** of Curriculum & Instruction Office of International Christian School, Hong Kong, you will be joining a team of seasoned and dynamic Christian professionals who will welcome your high level of administrative and communication skills, with a can-do mindset to support the Dean of Curriculum & Instruction in achieving the primary objectives of curriculum mapping and reviews, consultant visits, faculty professional learning, budgeting and department projects, and supporting our Bridges classroom.

[APPLY ONLINE >](#)

WHAT YOU WILL DO

- Provide administrative and secretarial support to the Curriculum & Instruction Office including but not limited to making appointments, scheduling, overseas travel and accommodation, team calendar management, conducting surveys, etc.
- Maintain department budget, subscriptions and renewals, curriculum platform, etc. Provide troubleshooting where necessary
- Provide support in orientation events, professional learning days, hospitality events, weekend workshops and school accreditation processes through teamwork and collaboration with other departments
- Prepare academic consultant proposals and service agreements
- Assist in ACSI CEU applications; keep track of faculty professional learning including continuing education credits, and Christian Philosophy of Education (CPoE) records
- Provide support in the development and editing of curriculum documents.

WE'RE LOOKING FOR SOMEONE WITH

- Strong passion and commitment to Christian education, with a positive attitude and a growth mindset.
- Bachelor's degree or above in any discipline. Candidates possess relevant qualifications in special education will be an added advantage.

- Excellent command of both spoken and written English.
- Knowledge of learning management systems, Microsoft software (e.g. Office 365) and Google workspace applications. Knowledge of PowerSchool would be an advantage.
- Meticulous with self-initiative. Highly organized, detail-oriented with good time management.
- Excellent interpersonal skills, collaboration and teamwork. Responsive to direction.
- Ability to handle emergency situations in accordance with appropriate safety protocols and maintain a calm demeanor.

WHAT WE OFFER

We offer a 5-day work week and an attractive remuneration package, commensurate with the candidate's qualifications and experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. We provide resources and support to teachers and support staff with professional development for their career progression. We have a supportive and engaging working environment marked by a distinctive Christian ethos.

The successful candidate will be required to work up to **20 hours** per week during normal school days, Mondays to Fridays.

TO APPLY

Join us by submitting an online application with your resume and salary expectations.

We are committed to providing a secure environment safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo thorough background checks and child protection screening.

All personal data collected will be kept in strict confidence and will only be used for recruitment purposes.

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ABOUT ICS

ICS is a Christ-centred K-12 school dedicated to the spiritual formation and academic excellence of our 1,100 students. As one of Hong Kong's premiere college preparatories, we offer a classical US Liberal Arts curriculum encouraging a love of truth, beauty and goodness. Students are formed as '**Oaks of Righteousness**' to serve God and neighbor in their generation.