

**Executive Officer II (Ref: 2100051)**  
**Student Affairs Office (Campus Life and Amenities Section)**

The appointee will be responsible for providing various administrative support and student services duties in the Student Affairs Office, such as assisting in the planning and implementation of scholarship and award schemes, student development programmes, events management, supporting committee works and survey on student services. He/she will also supervise clerical staff, perform any other duties as assigned and may be required to work outside normal office hours.

Applicants should have a recognized degree with several years of post-qualification working experience at executive level, preferably in the tertiary education sector and/or student services area; high proficiency in both English and Chinese languages (including Putonghua); competencies in IT and survey skills; good organizational, interpersonal and communication skills. The ideal candidate should be able to handle multi-tasks in an organised manner and under tight timeline, and have genuine interest in working with students.

---

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **12 March 2021**. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**