

Executive Officer II (Ref: 2100654) Registry

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be responsible for providing administrative and executive support in student admissions and registration, system development and maintenance, and compilation of statistical reports. Other duties include preparation of programme promotional materials, University/admission event support, website design and management. The appointment will be for a period of around 12 months.

Applicants should have a Bachelor's Degree with several years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. They should be detail-oriented and self-motivated; able to work under pressure with good time management skill; be proficient in written and spoken English and Chinese (both Cantonese and Putonghua); and have good organisation, interpersonal and IT skills. Applicants with experience in student admissions and programme administration will be welcome.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **15 December 2021**. Applications which are incomplete or without the required documents may not be considered. 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/jobsopp/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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