

Executive Officer II (Ref: 2300389)

Student Affairs Office

The appointee will be responsible for providing a full range of administrative support and student services duties in the Student Affairs Office. Duties include sourcing and building up employer/partner network; planning and implementation of student services and development activities; leveraging various marketing strategies for student/employer marketing; coordinating campus recruitment activities; providing student coaching; arranging and overseeing internship programmes and mentorship scheme; conducting surveys and reports; managing databases and online resources; supporting committee work; and supervising junior staff. He/she may be required to work outside normal office hours.

Applicants should have a recognised degree with substantial post-qualification working experience preferably at the executive level, and solid experience in the tertiary education sector and/or student service area. They should have high proficiency in English and Chinese languages (including Putonghua), good communication, organisational, interpersonal and numerical skills. They should ideally have proven track records in outreaching employers/partners and building up pipeline of network locally and/or in outbound locations with excellent knowledge in utilising different channels for employer/student marketing. They should have an outgoing personality, good learning ability with a growth mindset and work well in the team; be self-initiative, result-driven with high efficiency, and be passionate in engaging with students. Experience in co-operating with organisations in different sectors and training partners, using interactive software/tools and conducting surveys will be an advantage.

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 **31 May 2023**. 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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