

Executive Officer II (Ref: 2301113) **Student Affairs Office**

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created 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 a full range of administrative support and student services duties in the Student Affairs Office, such as assisting in planning, implementation, execution and delivery of career services and career development activities in the focus of conducting surveys; managing databases and online resources; providing career advising for students; coordinating on/off campus career development programmes, recruitment activities and trainings, career fairs and recruitment talks; implementing internship programmes; and supporting committee work. He/she will also supervise junior staff, perform any other duties as assigned and may be required to work outside normal office hours. The appointment will be for a period until 30 June 2024.

Applicants should have a recognised university degree (Mathematics, Statistics or Data Analysis preferred) with several years or more of relevant post-qualification working experience, preferably at the executive level gained in tertiary education sector, student services area and/or recruitment agencies. They should have high proficiency in English and Chinese languages (Cantonese and Putonghua), excellent presentation, good communication, organisational, interpersonal and numerical skills. They should also have an outgoing personality; be self-initiative; result-driven with high efficiency and demonstrated interest and effectiveness in working with staff, students and partners. Experience in working with various internal staff at tertiary education sector, service presentation and promotion will be an advantage. Immediate available is highly preferred.

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. **Review of applications will start from 11 October 2023, and will continue until the post is filled.** 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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