

Executive Officer II (Ref: 2400128)
Student Affairs Office

The appointee will provide administrative/executive and research support to the Dean of Students and Student Affairs Office including support to committees, quality assurance matters and projects related to student affairs. He/she is also required to provide support to the development of student programmes, assisting in survey design, distribution, data analysis and report writing; liaising with internal departments and external parties, and performing other duties as assigned.

Applicants should have a Bachelor's degree with substantial post-qualification working experience, preferably in education and student development work in the tertiary education sector. He/she should have high proficiency in English and Chinese language (Cantonese and Putonghua); strong writing and presentation skills; sound experience in committee work; interest in working with students; effective interpersonal and communication skills; knowledge of online survey tools and a good level of computer literacy. Independence, multi-tasking and attention to details are essential.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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. **Review of applications will start from 9 February 2024, 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>.

EdUHK is an Equal Opportunities Employer.