

**Hall Affairs Officer
(Holding a substantive rank of Executive Officer II) (Ref: 2400757)
Student Affairs Office (Hall Management Section)**

Reporting to the Hall Management Section of the Student Affairs Office, the appointee will be responsible for the daily operations of a student residential hall. Duties include the administration of hall finance such as budget control and asset management, check-in/out of residents, personnel matters, as well as hall facility and equipment management. He/she is also required to provide administrative support to the Warden, Assistant Warden, and a group of student leaders on hall-life education and hall functions like external/summer vacation programmes, monitor hall-life education budget of the respective hall, liaise with relevant parties in terms of hall admission and handle all the enquiries concerned. The appointee has to supervise a team of frontline staff, including Hall Clerk, Executive Assistant, and Hall Attendants, as well as outsourced cleaners and security guards, and carry out any other job-related duties as assigned by the supervisors. He/she will be required to work during non-office hours to address urgent hall incidents as needed.

Applicants should have a Bachelor's degree with several years of post-qualification working experience at the executive level, preferably gained in the tertiary education sector. They should have a good command of both spoken and written English and Chinese (including Putonghua) and be proficient in computer applications. They should possess strong interpersonal, problem-solving, and supervisory skills, and be detail-minded and passionate in working with students. Relevant experience in residential halls, hotels, housing management or student affairs will be advantageous.

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 26 July 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>.

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