

Executive Officer II (Ref: 2500455)

Registry (Admissions, Registrations and Academic Planning Section)

The appointee will provide 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 management. The position will also undertake other ad-hoc duties as assigned by the supervisor. The appointment period will be two years with the possibility of renewal, subject to work performance.

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 organisational, interpersonal and IT skills. Applicants with experience in student admissions and programme administration will have an advantage.

Applicants who have responded to the previous advertisement (Ref: 2500369) for the same position are under consideration and need not re-apply.

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 on or before **30 April 2025**. 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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