

Executive Officer I (Ref: 2500819)
Student Affairs Office

The appointee will play a key role in assisting the Dean/ Associate Deans of Students and Director/ Associate Director of Student Affairs in providing administrative and executive support to committees projects and activities related to student affairs. He/she will be responsible for office administration, finance, internal Human Resources policies, office systems and data management.

Applicants should possess a Bachelor's degree with at least 7 years of post-qualification working experience, preferably in administrative and student development work in tertiary education sector. They should have high proficiency in both English and Chinese (including Putonghua); literacy in computer applications; strong writing and presentation skills; sound experience in committee work; interest in working with students; and effective interpersonal, communication and supervisory skills. 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 on or before **15 August 2025**. 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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