

**Executive Officer II (Ref: 2600271)**  
**Registry (Academic Regulations and Records Section)**

The appointee will provide executive support pertaining to academic regulations and records, including managing academic regulations, student assessment records, class scheduling, course registration, examination scheduling and arrangements, academic documents issuance, academic advising and degree audit, student records system, learning and teaching-related initiatives, academic programme administration, and departmental activities. The appointee will also assist in university-level benchmarking, analyzing statistical data and compiling statistical reports; providing secretarial support for meetings; drafting papers and reports, coordinating with internal and external stakeholders; organizing university-wide events; and performing any other duties as assigned. The appointment will be for a period of two years with the possibility of renewal, subject to work performance.

Applicants should have a Bachelor's Degree with several years of relevant post-qualification working experience, preferably gained in the tertiary education sector. Solid experience in programme administration and records system management will definitely be an advantage. Applicants should possess strong analytical abilities, organizational and interpersonal skills, a good team spirit, the ability to work independently, high proficiency in both English and Chinese (including Putonghua), and a high level of computer literacy.

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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 **12 May 2026**. 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.**

