

## **Executive Officer I/II (Ref: 2000090)** **Registry**

The appointee will be responsible for (i) overseeing the admissions and registration exercises of the University's full-time undergraduate and higher diploma programmes mainly under JUPAS, (ii) compiling and preparing programme/ admissions/ registration/ enrolment information/ data for academic planning, reporting, media releases, and website updates purposes, (iii) coordinating with JUPAS Office and other parties to improve the interface of admissions and application systems; (iv) supporting the planning, development, and implementation of various University's nomination admissions schemes; (v) coordinating and providing assistance in support of various University-level functions such as Information Day and Programme Registration Day; and (vi) serving as secretary for different committees or working groups. The appointee will also be deployed to support other admissions exercises where appropriate. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's Degree with at least 7 years of relevant post-qualification working experience at the executive level, preferably gained in the tertiary education sector. They should also have good organization, interpersonal and IT skills. They should be proficient in written and spoken English and Chinese (both Cantonese and Putonghua), attentive to details and able to work under pressure. Applicants with experience in admissions exercises and dealing with statistical analysis will have an advantage. Applicants with less relevant working experience may be considered for the post of Executive Officer II.

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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 contract-end gratuity, 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 September 2020**. 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.

Further information about the University is available at <http://www.eduhk.hk>.

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