

**Executive Officer II (holding a functional title of Assistant Career Development Manager) (Full-time/Half-time) (Ref: 2400476)
Student Affairs Office**

The appointee will be responsible for providing a full range of administrative support and student services duties in the Student Affairs Office, such as assisting in the planning, implementation, execution and delivery of career services and career development activities with the focus of conducting surveys; managing job systems, databases and online resources; providing career advising for students; coordinating on/off campus career development programmes, recruitment activities and trainings, career fairs and recruitment talks; implementing internship programmes; providing secretarial services and supporting committee work. He/she will also supervise junior staff, perform any other duties as assigned and may be required to work outside normal office hours. The appointment will be for a period until July 2025.

Applicants should have a recognised university degree with several years or more of relevant post-qualification working experience, preferably at the executive level gained in tertiary education sector, student services area and/or recruitment agencies. They should be proficient in handling secretarial work, data and numbers, good language abilities in English and Chinese (Cantonese and Putonghua), excellent communication, organizational, interpersonal and high numerical skills. They should also have an outgoing personality; be self-initiative; result-driven with high efficiency and demonstrated interest and effectiveness in working with staff, students and partners. Experience in service presentation and promotional work will be an advantage. Immediate available is highly preferred.

For Full-time Post:

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.

For Half-time Post:

Salary will be commensurate with qualifications and experience.

For both Full-time and Half-time Post:

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 4 June 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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