

**Executive Officer II (Ref: 2400712)**  
**Registry (Admissions, Registrations and Academic Planning Section)**

The appointee will provide broad-based administrative and executive support pertaining to student admissions, registration and programme promotion. He/she will play a key role in marketing and promotion for undergraduate admissions, special admission schemes for elite athletes, as well as other undergraduate recruitment activities and University event support. Other duties include website design and management, compilation of reports, etc. The appointee will also undertake other ad-hoc duties as assigned by the supervisors. The appointment will be for an initial period of 1 year with the possibility of renewal subject to work performance and funding availability.

Applicants should have a Bachelor's Degree with at least two 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 skills; 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 marketing, student admissions and recruitment will have advantage.

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Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **18 July 2024**. 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.**