

Executive Officer II (Ref: 2500217)
Student Affairs Office

The appointee will provide administrative support to the Hall Management Section of the Student Affairs Office. He/She will assist in developing and reviewing policies, strategic plans and operation systems for the management of student halls; lead and work collaboratively with other hall personnel on the admission, allocation and withdrawal of hall places; conduct hall point system review and hall life education survey; coordinate the recruitment and training of Student Hall Tutors; and handle students' enquiries. The appointee will also provide assistance to the Section Head in arranging meetings, drafting meeting papers and keeping an updated record of student or resident data, and performing any other job-related duties as assigned by supervisor(s). He/She may be required to work outside regular office hours and on weekends on a need basis.

Applicants should possess a bachelor's degree and several years of post-qualification working experience. They should be highly self-motivated, attentive to details, and able to work under pressure to meet tight deadlines. They should also be a good leader and team player with excellent interpersonal and communication skills and with high proficiency in computer skills. Proficiency in English and Chinese (including Putonghua) is essential. Applicants with knowledge/experience in hall admission/property management/student development, as well as advanced EXCEL skills, will be highly prioritized.

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. **Review of applications will start from 3 March 2025, 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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