

**Executive Officer I / Executive Officer II (Ref: 2500369)  
Registry (Admissions, Registrations and Academic Planning Section)**

The appointee will provide broad-based executive support pertaining to student admissions, registration and academic planning. The position is mainly responsible for initiate, plan and execute administrative tasks related to admissions, in particular for Postgraduate Diploma in Education programmes. The appointee is required to develop and refine admissions workflows, policies, regulations and guidelines, analyze data, prepare statistical reports, write committee papers, and work with relevant internal and external units on admission-related matters. The position will also support programme promotion and undertake other ad-hoc duties as assigned by the supervisor. The appointment period will be two years with the possibility of renewal, subject to work performance.

Applicants should have a Bachelor's Degree with at least seven years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. Solid experience in planning and conducting admission/student administrative-related work will definitely be an advantage. Applicants should be detail-oriented and self-motivated, able to work under pressure with good time management skills, have a good command of both written and spoken English and Chinese (both Cantonese and Putonghua) and strong planning, organizational, problem-solving, interpersonal and communication skills. Candidate with less experiences will be appointed as Executive Officer II.

---

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. **Review of applications will start from 2 April 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>.

**EdUHK is an Equal Opportunities Employer.**