

Executive Officer II (Ref: 2500521)
Master of Arts in Chinese Values-Based Leadership Education
Academy for Educational Development and Innovation

The Executive Officer II will play a crucial role in supporting the administrative functions of our expanding master's program. This position is key to ensuring the smooth operation and management of program logistics, student services, and compliance with university policies.

Responsibilities:

- Manage the day-to-day administrative operations of the master's program.
- Coordinate with faculty and staff to facilitate program schedules, events, and activities.
- Handle student inquiries and provide support in registration, orientation, and graduation processes.
- Maintain accurate records of students and program activities.
- Assist in the preparation of reports and presentations for program evaluation and improvement.

Qualifications:

- Bachelor's degree in Education or related field with 2 years or more of post-qualification full-time working experience, preferably including some teaching experience.
- Experience in academic administration or related area.
- Strong organizational and planning skills.
- Excellent communication abilities and a team-oriented approach.

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 28 May 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/jobsoff/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.