

**Assistant Project Manager (Ref: 2400713)
Registry (Admissions, Registrations and Academic Planning Section)**

The appointee will provide broad-based executive support pertaining to student admissions, registration and programme promotion. He/she is mainly responsible for non-local admissions and expected to take on tasks at a high level, including the strategic planning of non-local admissions, planning the admissions schedule, analyzing data, preparing statistical reports, writing committee papers, reviewing and implementing admissions policies and regulations, and working with relevant internal and external units for admissions of non-local students. The position will also support marketing and promotion for undergraduate admissions 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 and funding availability.

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.

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 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>.

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