

**Assistant Career Development Manager
(Holding a substantive rank of Executive Officer II) (Ref: 2100480)
Student Affairs Office (Career Development Section)**

The appointee will be responsible for providing a full range of administrative support and student services duties in the Student Affairs Office, such as assisting in planning and the implementation of career services and career development activities; coordinating campus recruitment activities; implementing internship programmes; conducting surveys; managing databases, job system and online resources; and supporting committee works. He/She will also supervise junior staff, perform any other duties as assigned and may be required to work outside normal office hours.

Applicants should have a recognised university degree with several years of post-qualification working experience at executive level, preferably gained in tertiary education sector, student services area and/or human resources field. Experience in conducting surveys and co-operating with organisations in different sectors including NGOs and Education will be highly preferable. High proficiency in English and Chinese languages (including Cantonese and Putonghua), good analytical, communication, organisational and interpersonal skills are required. Applicants should also have an outgoing personality; be self-initiated; result-driven with high efficiency and demonstrate interests and effectiveness in working with students. Immediate availability will be advantageous.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 **1 October 2021**. 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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