

**Student Development Executive
(Holding a substantive rank of Executive Assistant) (Ref: 2100652)
Student Affairs Office (Campus Life and Student Advising Section)**

The appointee will be responsible for providing administrative and logistic support to Non-local Student Support Services and the University Life Planning scheme which is a developmental advising scheme on non-formal learning. He/She will also conduct advising sessions to individual students about their personal development plan and career preparation. Other responsibilities include organising and developing student activities on personal growth as well as working with student organisations.

Applicants should have a Bachelor's degree in a discipline related to education, counselling, social work, psychology or equivalent; strong literacy in computer application for administration purpose; basic student advising skills; excellent interpersonal skills and a keen interest to work with young people. Experience in office administration in tertiary education sector will be an advantage.

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 **17 December 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/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>.

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