

**Student Development Executive
(Holding a substantive rank of Executive Assistant) (Ref: 2201230)
Student Affairs Office**

The appointee will be responsible for supporting various administrative services and student activities in the Student Affairs Office, such as support for elite student athletes and other specific student advising networks, university life planning and whole person development programmes, scholarships and awards schemes, student financial assistance schemes, student surveys, data analysis and reporting, etc. He/She will also perform any other duties as assigned and may be required to work off-campus and outside office hours at times. The initial appointment will be for a period of 24 months.

Applicants should have a Bachelor's degree preferably with some working experience in the tertiary education sector and/or student services area; be proficient in both English and Chinese (including Putonghua); be familiar with computer applications; and have good interpersonal and communication skills. The ideal candidate should be able to handle multi-tasks and work under tight timeline, and have genuine interest in working with students.

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 **6 December 2022**. 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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