

Assistant Student Development Manager (holding a substantive rank of Executive Officer II) (Ref: 2201334)
Student Affairs Office (Leadership and Service Learning Section)

EdUHK is inviting applications for the post of Assistant Student Development Manager (Executive Officer II). The appointee will be responsible for conducting student development activities and positive education activities. Duties include programme planning and execution; coaching students to work on their initiatives; liaising with various internal and external parties; drafting proposals, reports and newsletters; maintaining websites and different social media platforms. He/she will also need to manage Experiential Learning and Achievements Transcript (ELAT) system and supervise junior staff. Job rotation and working outside normal office hours are required.

Applicants should have a Bachelor's degree with several years of post-qualification working experience in services for young people, preferably in the tertiary education sector. The ideal candidate should have a passion for student development; a can-do attitude with a strong sense of responsibility; be capable of multi-tasking with service-minded; and be able to work independently. He/ she should also have a good command of English and Chinese languages (including Putonghua); competencies in IT and statistical research/survey skills; and good organization, interpersonal and communication skills. Experience in delivering student development activities 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. **Review of applications will start from 30 December 2022, 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/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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