

Assistant Student Development Manager (holding the substantive rank of Executive Officer II) (Ref: 2300463)
Student Affairs Office (Counselling Services Section)

The appointee will be working in the Counselling Services Section of Student Affairs Office with responsibilities in student supports, programme planning and implementation, project management, and service administration. Major duties include liaising with various internal and external parties for the provision of support to students with special education needs (SEN) at case level; planning and managing a buddy scheme to facilitate connection between students with and without SEN; assisting in the administration and coordination of surveys and psychological wellness activities; and preparing records, reports and webpages. He/She will also need to support committee work and supervise junior staff.

Applicants should have a Bachelor's degree (preferably in psychology, education, social work, social sciences or related disciplines) with several years of relevant post-qualification working experience. They should have strong sense of responsibility; be capable of multi-tasking and working independently. Applicants should also have good interpersonal and communication skills; a caring attitude; proficiency in English and Chinese languages (Cantonese and Putonghua) as well as literacy in computer applications. Experience in working with students with SEN 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 8 May 2023, 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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