

Student Development Manager (holding a substantive rank of Student Affairs Officer) (Ref: 2300623)
Student Affairs Office

The appointee will lead the development of leadership enhancement in Leadership and Service Learning Section. He/she is required to develop strategies to enhance students' leadership potential and skills, and to use survey data to suggest the improvement of service. The appointee's main responsibilities are: (1) to design and conduct leadership programs; (2) to administer the Whole Person Development Inventory and non-formal learning transcript; (3) to design and conduct positive education programs; (4) to build up community networks and mobilize available resources for student development; (5) to provide administrative support and coach junior staff; and (6) to perform any other job-related duties as assigned by supervising officers. Job rotation and working outside normal office hours will be required.

We look for people who are passionate in youth development with desire to drive positive change. They are problem solvers with effective communication and productivity experts with innovative service mind. Applicants should have a Bachelor's degree in social science, humanity or related field with at least seven years of post-qualification working experience at the executive or managerial level. Working experience in student development programs, service project management, or youth developmental work at the tertiary education sector is a must. They should have high proficiency in English (applicants with IELTS Level 7 or above will be an advantage) and Chinese (including Putonghua); strong interpersonal, communication and supervisory skills; a positive personality with service-oriented mindset and be self-motivated with passion for 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. **Review of applications will start from 16 June 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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