

Student Development Counsellor
(Holding a substantive rank of Executive Officer I) (Ref: 2300673)
Student Affairs Office

Applications are now invited for the post of Student Development Counsellor in the Student Affairs Office. The appointee will be responsible for overseeing the whole person development and university life planning schemes, particularly in support of the elite student athletes in the University. He/she will play a key role in leading the team for provision of student advising, guidance, life coaching, personal counselling to assist students in their adaptation and adjustment to the campus life, serving as a case manager among various student advising networks (academic advisors, programme leaders, psychological and career counsellors, peer mentors, hall tutors, etc.), coordination with academic departments and different units on various fronts to enhance students' well-being, planning and delivery of student enrichment initiatives and activities, and looking after all the relevant administrative duties including but not limited to proposal and report writing. He/She will also be required to perform other duties as assigned by the Director. The initial appointment will be for a period of 24 months.

Applicants should have (1) a Bachelor's degree in education, human resources or a discipline related to social work and counselling or equivalent; (2) at least 5 years of full-time post-qualification working experience in student/youth guidance, development or support, preferably gained in the tertiary education sector; (3) a keen interest to work with young people, positive personality, excellent interpersonal and communication skills with good command of written and spoken English, Cantonese and Putonghua, and (4) ability to work independently, handle multi-tasks under tight timeline as well as to lead and empower teammates to achieve goals and objectives of various schemes and programmes.

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 27 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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