

Executive Officer II (holding a functional title of Assistant Student Development Manager) (Ref: 2301162)
Student Affairs Office

The appointee will be responsible for conducting student development activities, local and offshore service learning activities, online and offline internationalization promotion, and administration and coordination of the Co-curricular and Service Learning courses. Duties include planning and executing programmes, hosting trainings, coaching students, liaising with internal and external parties, designing graphics and copywriting, and maintaining web pages. He/she will also need to supervise junior staff members and support committee works. 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 preferably in youth development. The ideal candidate should have passion in student development, a can-do attitude with a strong sense of responsibility, multi-tasking ability with a problem-solving mindset, strong team spirit while being able to work independently, and good organizational, interpersonal and communication skills. He/she should also have good command of English and Chinese languages (including Putonghua), and competencies in IT. Experience in delivering student development activities and local and offshore community services are preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV. **Review of applications will start from 31 October 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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