

Assistant Career Development Manager (Ref: 2500874) Student Affairs Office

The appointee will be responsible for providing a full range of administrative support and student service duties in the Student Affairs Office, such as assisting in planning and the implementation of Career services and Career development activities with a focus on the STEM Education field; coordinating campus recruitment activities; implementing internship programmes; conducting surveys; managing databases and online resources; and supporting committee work. He/She will supervise junior staff, perform any other duties as assigned, and may be required to work outside normal office hours. The appointment will be for a period of 3 months.

Applicants should have a recognized university degree with several years of post-qualification working experience at the executive level, preferably gained in the tertiary education sector, student services area and/or human resources field. They should have high proficiency in English and Chinese languages (Cantonese and Putonghua) and good communication, organizational, interpersonal, and numerical skills. They should also have an outgoing personality, be self-initiative, be result-driven with high efficiency, and demonstrate interest and effectiveness in working with students. Experience in cooperating with organizations in STEM and/or the Education sector, and conducting surveys will be an advantage.

Salary will be commensurate with qualifications and experience.

The appointee will hold a substantive rank of Executive Officer II in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **21 August 2025**. 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>.

EdUHK is an Equal Opportunities Employer.