

Assistant Student Development Manager (Ref: 2501003)
Student Affairs Office (Leadership and Service Learning Section)

EdUHK is inviting applications for the post of Assistant Student Development Manager. The appointee will be responsible for providing a full range of programme support and student services duties in the Student Affairs Office, such as assisting in planning and the implementation of leadership and service learning development activities; coordinating student uniform groups and activities; organising on-campus student activities; and providing guidance to student leaders. He/she will also supervise junior staff, perform any other duties as assigned and may be required to work outside regular office hours and public holidays.

Applicants should have a recognised university degree with several years of post-qualification working experience at executive level, preferably gained in tertiary education sector and/or student services area. Experience in managing student uniform group, leadership and service learning programmes will be highly preferable. High proficiency in English and Chinese languages (including Cantonese and Putonghua), good communication, organisational and interpersonal skills are required. Applicants should also have an outgoing personality; be self-initiated; detail-minded; result-driven with high efficiency and demonstrate interests and effectiveness in working with students. Immediate availability will be advantageous.

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 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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **3 October 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.