

Assistant Student Development Manager (Ref: 2501243) Student Affairs Office

The appointee will be working in the Counselling Services Section of the Student Affairs Office with responsibilities in student support, programme planning and implementation, project management, and service administration. Major duties include liaising with various internal and external parties to provide support for students' well-being; assisting in the administration and coordination of surveys and psychological wellness activities; and preparing records, reports, and webpages. He/She will also be responsible for overseeing office administration and supervising junior staff.

Applicants should have a Bachelor's degree (preferably in psychology, education, social work, social sciences or related disciplines) with several years of relevant post-qualification working experience. They should have a strong sense of responsibility, be capable of multitasking and working independently. Applicants should also have good interpersonal and communication skills; a caring attitude; proficiency in English and Chinese languages (Cantonese and Putonghua) as well as literacy in computer applications. Experience working in tertiary institutions will be considered an advantage.

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/jobsoff/index.php?lang=en) and upload a full CV on or before **16 December 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/jobsoff/index.php?lang=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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