

## **Student Development Executive (Ref: 2501312)** **Student Affairs Office**

The appointee will provide support in the Student Affairs Office (SAO) by managing administrative and activity tasks such as scheduling, correspondence, events and ensure smooth communication with internal and external stakeholders. The appointee will assist in preparing and organising proposals, plans, and reports, maintaining well-organised records. He/she will coordinate logistics for projects, programmes, and events, liaising with stakeholders to ensure timely completion and seamless operations. Continuous learning and skill development are encouraged to stay updated on best practices in administrative, event and project support. This role is pivotal in enabling the team to focus on strategic responsibilities by ensuring effective operational management. His/her main responsibilities include:

- Assisting initiatives aligning with the strategic development of SAO (e.g., patriotic education, non-formal learning, etc.);
- Arranging meetings, preparing agendas, taking minutes, drafting promotion materials and supporting event organisation, including venue booking and participant coordination;
- Collaborating with both academic and non-academic units to facilitate the implementation of projects/ programmes/ events;
- Conducting research and gather data to aid strategic initiatives, analyse information, and assist in preparing various reports;
- Handling ad hoc assignments and miscellaneous duties as needed, providing office support to enhance efficiency; and
- Assisting with ad hoc assignments and any other duties as assigned by the Dean/ Associate Deans of Students and the Director/Associate Director of Student Affairs.

Applicants should have a recognised Bachelor's degree, preferably with several years of relevant post qualification experience in a tertiary administrative setting. They should demonstrate proven strong management skills, organisational, communication and analytical skills. High proficiency in both written and spoken English and Chinese (including Putonghua). Experience in proposal/ plan/ report preparation, the university level coordination, event promotion and marketing software, e.g. Canva, etc, and management in projects/ programmes will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits. The appointee will hold a substantive rank of Executive Assistant 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 **2 January 2026**. 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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