

Student Development & Support Officer (Ref: 2501307) **Department of Social Sciences and Policy Studies**

The appointee will provide comprehensive support to student development and non-clinical case coordination. Responsibilities include, but are not limited to:

- Acting as the first point of contact for students and facilitating referrals to SAO, Programme Offices, Academic Advisors, etc.
- Coordinating reasonable accommodations for students with special educational needs (SEN) and promoting inclusive practices.
- Designing and delivering workshops on study skills and resource navigation.
- Building strong relationships with internal units and external partners.
- Maintaining case records, monitoring KPIs, and producing reports.
- Ensuring compliance with data protection and equal-opportunity principles.
- Managing budgets, scheduling, documentation, and communications.

This is a two-year appointment, renewable subject to performance and mutual agreement.

Requirements:

- A Bachelor's degree in Psychology, Education, Social Sciences, or a related field (Master's degree preferred).
- Several years of solid experience in the tertiary education sector.
- Knowledge of inclusive education and reasonable-accommodation practices.

Essential Attributes:

- Strong interpersonal and communication skills.
- Proficiency in IT tools and systems.
- Excellent time management and problem-solving abilities.
- Self-motivated, detail-oriented, and able to work under pressure.
- Proficiency in English and Chinese (Cantonese and Putonghua).

Preference will be given to candidates with counselling experience.

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 Project Officer 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 29 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/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.