

Assistant Student Development Manager (Ref: 2600021) Student Affairs Office

The appointee will be responsible for providing administrative support to the Student Affairs Office's sports development and wellness activities (e.g. administration of sports competitions, overseeing sports teams, organising wellness events, etc.) as well as other non-formal learning and student development initiatives. The appointee will assist in event planning and management, preparing proposals and reports, handling payment- and human resources-related matters, liaising with internal and external stakeholders (e.g. attending meetings of relevant local sports associations, liaising with sports coaches and sports teams, etc.), and assisting with ad hoc duties assigned by the Dean/ Associate Deans of Students and the Director/Associate Director of Student Affairs. The appointment period will be up to 12 months, with the possibility of renewal subject to mutual agreement and the availability of funds.

Applicants should have a recognised Bachelor's degree with several years of relevant post-qualification working experience. Full-time working experience in the tertiary education sector and working with university students will be an advantage. Proficiency in written and spoken English and Chinese (Cantonese and Putonghua), strong management, organisational, communication and analytical skills, computer literacy, attention to detail, and a sense of responsibility are required. Working outside normal office hours and traveling overseas may be occasionally required.

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 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 **27 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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