

## Career Development Manager (Ref: 2600143) Student Affairs Office

The appointee will be responsible for driving and facilitating student professional development, including the exploration and integration of technology and AI-powered tools for personalised advising and resume optimisation, as well as leading a team by various strategies in engaging stakeholders effectively; actively taking part in the activity cycle from initiation, planning, execution and closure for training and services of students and fresh graduates; proactively soliciting career partners for short- and long-term local and outbound activities including trips, visits and career exploration programmes enhanced by AI-driven insights; conducting flagship programmes, employment services, mass events, surveys and other professional development activities or programmes; establishing partnerships with external organisations from various industries to effectively engage students is a must. The appointee will play a supporting role to supervisors for event development, supporting committee works and supervising junior staff.

Applicants should have a Bachelor's degree with at least seven years of post-qualification working experience at supervisory or managerial level in the tertiary education sector, student service area and/or marketing field. They should possess good leadership attributes in driving a team to achieve deliverables; high proficiency in both English and Chinese (including Putonghua); numerical and resourceful with strong knowledge of the local and overseas employment market and trend for young professionals and graduates; experience in working with various stakeholders effectively at all levels in private and/or public sectors; strong problem-solver with effective communication, interpersonal, organization and supervisory skills; creative, energetic, self-starter with proven results to achieve and/or beyond the set targets and engage partners and youth as far as possible. Job rotation, travels to Chinese Mainland and/or overseas countries, and working outside normal office hours may occasionally be required.

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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 Student Affairs 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 **7 April 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/jobsoff/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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