

**Global Student Mobility Assistant (Ref: 2600163)
Faculty of Education and Human Development**

The appointee will be responsible for supporting the Faculty's strategic objectives in fostering international exposure and engagement for students. He/She will assist in researching, identifying and developing new international mobility initiatives, including designing proposals and implementing new initiatives; serve as the primary contact for mobility programmes and provide students with comprehensive advice on travel arrangements, visas, registration, risk management and related logistics; coordinate and facilitate information sessions, orientation programmes and application processes for outbound students; promote inbound and mutual exchange opportunities and administer a buddy scheme; manage financial aspects related to student subsidies, disbursement and budget tracking; collaborate with students to collect materials and testimonials for promotional content; support the creation of publicity materials and posts highlighting international experiences and practical tips; collect participant feedback to enhance programme quality and recommend improvements; maintain relationships with international partners and support the development of new collaborations; organise and participate in promotional activities such as information booths and briefing sessions; and perform other duties as assigned by the Dean or his delegates. Occasional travel and flexible working hours may be required.

Applicants should have a recognised degree, preferably with some post-qualification full-time experience in tertiary education or related fields; strong problem-solving, communication and organisational skills; demonstrated ability to work effectively with international staff and students; a self-motivated and proactive attitude with the ability to manage multiple tasks simultaneously; an excellent command of written and spoken English and Chinese (including Putonghua); proficiency in computer applications including Microsoft Word, Excel and PowerPoint; the ability to work both independently and collaboratively within a team; and flexibility and resilience under pressure, and a willingness to work beyond regular hours when necessary.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

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 **6 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/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.

Further information about the University is available at <http://www.eduhk.hk>.

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