

Senior Student Development Tutor (Ref: 2600264) Student Affairs Office

The appointee will be responsible for the planning and delivery of comprehensive student support and development services, with a strategic focus on university life planning, student advising, peer mentoring and non-local student integration. The role requires strong leadership, proactive stakeholder engagement, and the vision and ability to design programmes that foster student success and holistic development.

The appointee will oversee the university life planning scheme, providing guidance and life coaching through individual and group consultations to encourage students' whole person development. The role requires close coordination with academic departments, administrative units, and external stakeholders to ensure consistent and effective support. The appointee will also lead the peer mentoring programme and other peer support scheme(s) to assist new students in navigating campus life. Additionally, he/she will lead a team to design and implement comprehensive support services for non-local students, including pre-arrival briefings, welcoming and adjustment programmes, and ongoing support initiatives. The appointee will collaborate with colleagues to design cultural programmes and project-based events that enrich student experience. He/she will support supervisors in event management, committee work, proposal and report writing, and the supervision of 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. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. Applicants should possess good IT literacy, and the ability to work independently, handle multiple tasks under tight timeline, lead and empower teammates to achieve goals and objectives of various schemes and programmes.

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 Executive Officer I 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 May 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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