

Student Development Executive (Two posts) (Ref: 2600360) Student Affairs Office

The appointees will be responsible for providing comprehensive administrative support to Non-local Student Support Services, the University Life Planning, various peer mentoring and support schemes as well as non-formal learning programmes. They will conduct advising sessions with students to facilitate their whole person development and career readiness. Additionally, the appointees will design and organise student activities focused on personal growth, cultural integration and inclusion. They will also provide administrative support to various office-wide initiatives, and perform any duties as assigned by supervising officers.

Applicants should possess:

- (1) a Bachelor's degree, preferably with post-qualification experience in the tertiary education sector;
- (2) proficiency in English and Chinese (including Cantonese and Putonghua);
- (3) strong interpersonal and organisational skills;
- (4) good digital literacy and computer skills; and
- (5) a genuine passion for working with young people.

Experience in student advising in tertiary institutions will be an advantage.

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 Assistant 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 **2 June 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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