

Student Development Executive (Ref: 2600550) **Student Affairs Office**

The appointee will provide support in the Student Affairs Office by managing administrative and activity tasks such as scheduling, correspondence, events and ensuring smooth communication with internal and external stakeholders. The appointee will assist in preparing proposals, plans, and reports, maintaining well-organised records, and coordinating logistics for projects, programmes, and events, including patriotic education and non-formal learning activities. He/She may also assist in the Honours College with course administrative work, and perform any other duties as assigned. Working outside normal office hours and travelling outside Hong Kong may be occasionally required. The appointment will be for a period of 12 months.

Applicants should have a recognised Bachelor's degree, preferably with several years of relevant post-qualification experience in a tertiary administration. They should have strong management skills, organisational, and communication skills, as well as proficiency in both written and spoken English and Chinese (including Putonghua). Good digital literacy, computer skills and experience in event promotion and marketing, will be an advantage.

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 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 **23 July 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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