

Student Development Executive (Ref: 2600827)
Student Affairs Office (Leadership and Service Learning Section)

The appointee will be responsible for providing administrative and programme support to the Student Affairs Office. Key duties may include managing student amenities, offering guidance on student organisations, organising student development programmes, and assisting with other departmental projects. The individual may also communicate with students, student bodies, internal departments, and external organisations; draft documents and correspondence; maintain records; provide secretarial support to committees and workgroups; and perform any other job-related tasks as assigned by the Director of Student Affairs or supervising officers.

Applicants should hold a Bachelor's degree and ideally have some full-time work experience. The ideal candidates will possess strong interpersonal and communication skills, pay attention to detail, and demonstrate effective organisational skills. They should be able to work both independently and collaboratively as part of a team. Proficiency in English and Chinese (including Putonghua) is preferred. Work experience in tertiary institutions and hands-on experience in organising student events and activities will be advantageous.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **25 September 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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