

Assistant Manager, Elite Athlete Development (Ref: 2600838)

Department of Health and Physical Education

The appointee will provide leadership to the Elite Athlete Development Team and assist the Head of Department in the strategic development and overall management of the Student-Athlete Learning Support and Admission (SALSA) Scheme. The appointee may need to occasionally travel outside Hong Kong. The appointment will be for two years, with the possibility of renewal, subject to mutual agreement.

Major responsibilities include planning, overseeing, and supervising the implementation of the SALSA Scheme by:

- i. Providing comprehensive academic, career, and administrative support to local and non-local elite athletes admitted to the University's study programmes;
- ii. Formulating and executing promotion strategies; liaising and collaborating closely with internal and external stakeholders, including academic departments, administrative units, sports organizations, and relevant governing bodies, to further enhance and develop the Scheme; and
- iii. Scheduling logistics coordination, preparing bilingual reports, correspondence, and presentations to support sports development and student engagement initiatives.

Applicants should have a Bachelor's degree, preferably in Sports or Physical Education-related disciplines, with several years of relevant post-qualification experience in recognized sports organizations, sports associations, sports event management organizations, and preferably tertiary education institutions. High proficiency in English and Chinese (including Putonghua), excellent interpersonal and communication skills, and strong computer literacy are essential. The ability to work both independently and collaboratively is required. Candidates should be dynamic, self-motivated, and able to work under pressure to meet tight deadlines. Relevant experience in the local tertiary education sector 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 Officer II 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 **24 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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