香港教育大學
The Education University of Hong Kong

Student Development Executive (Ref: 2601036)
Student Affairs Office

The appointee will be responsible for providing comprehensive programme and administrative support to the Student Affairs Office, including providing administrative and logistical support to student development projects, career advisory initiatives, workshops, training sessions, and conferences; coordinating student surveys, handling data management, and utilizing AI-powered data analysis and reporting tools to derive insights on student career trends; leveraging generative AI applications to assist in drafting professional documents, developing engaging promotional materials, and creating multilingual content; performing front-desk counter duties and acting as a primary liaison with internal departments, external stakeholders, and students; and assisting with ad hoc assignments and any other duties as assigned by the Dean/Associate Deans of Students and the Director/Associate Director of Student Affairs.

Applicants should have a recognised university degree with several years of post-qualification working experience at the executive level, preferably gained in the tertiary education sector, student services area and/or human resources field. They should have high proficiency in English and Chinese languages (Cantonese and Putonghua) and good communication, organisational, interpersonal, and numerical skills. They should also have an outgoing personality, be self-initiative, be result-driven with high efficiency, and demonstrate interest and effectiveness in working with students.

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 [substantive post] 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 **10 December 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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HKCSS CARING ORGANISATION 2025

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