Assistant Career Development Manager (Ref: 2000042)
(Holding a substantive rank of Executive Officer II)
Student Affairs Office

The appointee will be responsible for providing a full range of administrative support and student services duties in the Student Affairs Office, such as assisting in planning and the implementation of career services and career development activities; coordinating campus recruitment activities; implementing internship programmes; conducting surveys; managing databases and online resources; and supporting committee works. He/she will also supervise junior staff, perform any other duties as assigned and may be required to work outside normal office hours.

Applicants should have a recognized university degree with several years of post-qualification working experience at the executive level, preferably gained in tertiary education sector, student services area and/or human resources field. They should have high proficiency in English and Chinese languages (Cantonese and Putonghua), good communication, organization, interpersonal and numerical skills. They should also have an out-going personality; be self-initiative; result-driven with high efficiency and demonstrated interest and effectiveness in working with students. Experience in co-operating with organizations in different sectors and conducting surveys 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 contract-end gratuity, leave, medical and dental benefits.

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 29 May 2020. 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.

Further information about the University is available at http://www.eduhk.hk.

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