Student Development Manager (Ref: 2000043)
(Holding a substantive rank of Student Affairs Officer)
Student Affairs Office

The appointee will lead the development of global experiential learning in Leadership and Service Learning Section. He/She is required to develop and implement strategies to enhance students’ international perspectives and knowledge so that they will be well-equipped to become caring global citizens. The appointee will be responsible for: (1) developing a framework and designing non-local experiential learning activities of different themes, natures, and formats to meet students’ demands; (2) engaging local and overseas strategic partners for effective service delivery; (3) coaching and supervising a team through the planning, execution and refinement of programs; (4) conducting training, managing budget and preparing reports; and (5) performing any other duties as assigned by the Director of Student Affairs or his/her delegates. Job rotation and working outside normal office hours will be required.

We look for people who are passionate in youth development with desire to drive positive change. They are problem solvers with effective communication and productivity experts with innovative service mind. Applicants should have a Bachelor’s degree in social science, humanity or related field with at least seven years of post-qualification working experience at executive or managerial level. Non-local working experience and knowledge in student affairs, project management, student coaching or youth work at the tertiary education sector would be an advantage. High proficiency in English and Chinese languages (including Putonghua) is expected.

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 25 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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