

**Assistant Student Development Manager (holding a substantive rank of Executive Officer II) (Ref: 2400669)
Student Affairs Office (Leadership and Service Learning Section)**

EdUHK is inviting applications for the post of Assistant Student Development Manager. The appointee will be responsible for providing a full range of programme support and student services duties in the Student Affairs Office, such as assisting in planning and the implementation of leadership and service learning development activities; coordinating student organisations on their activities and funding applications; coordinating and organising on-campus student activities, developmental activities for student leaders and other student development programmes. He/she will also supervise junior staff, perform any other duties as assigned and may be required to work outside normal office hours. The appointment will be for a period of 6 months.

Applicants should have a recognised university degree with several years of post-qualification working experience at executive level, preferably gained in tertiary education sector and/or student services area. Experience in managing leadership and service learning programmes will be highly preferable. High proficiency in English and Chinese languages (including Cantonese and Putonghua), good communication, organisational and interpersonal skills are required. Applicants should also have an outgoing personality; be self-initiated; detail-minded; result-driven with high efficiency and demonstrate interests and effectiveness in working with students. Immediate availability will be advantageous.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **27 June 2024**. 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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