

Student Development Manager (Ref: 2500048) **Student Affairs Office**

The appointee will work in the Counselling Services Section of the Student Affairs Office. He/she will be responsible for the overall planning, development, coordination, and implementation of the university's special educational needs (SEN) support services. This includes budget planning and monitoring, service review and evaluation, report writing, and liaising with various internal and external parties to support students with SEN at the case level. The appointee will also support committee work and perform supervisory roles for subordinates.

Applicants should have a Bachelor's or Master's degree in a relevant discipline (such as social work, psychology, social sciences, education, or related fields) with at least 7 years of relevant working experience, preferably gained in the tertiary education sector and working with students with SEN. They should possess a strong sense of responsibility, be capable of multitasking, and work independently. Applicants should also demonstrate good leadership, planning, and management skills, strong interpersonal and communication abilities, a caring attitude, and high proficiency in both English and Chinese (Cantonese and Putonghua).

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 I 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. **Review of applications will start from 24 January 2025, and will continue until the post is filled.** 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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