

**Student Development Tutor
(holding a substantive rank of Executive Officer II) (Ref: 2401084)
Student Affairs Office (Campus Life and Student Advising Section)**

The appointee will be responsible for the University Life Planning which is a developmental advising scheme on non-formal learning opportunities for all newly admitted undergraduate students and for other specified groups. Major duty is to provide individual guidance to students about their personal and career development plan. Other responsibilities include providing support to non-local students, organising student activities and orientation programmes relating to personal growth and new student adjustment, engaging students in different initiatives (e.g. peer mentoring scheme, buddy programme, etc.) as well as handling administrative tasks of the scheme. The team of Student Development Tutors will also work with various advising network such as academic programme leaders, psychological counsellors, career advisors and peer mentors.

Applicant should have (1) a Bachelor's degree in education or a discipline related to counselling, social work, psychology or equivalent; (2) several years of full-time post-qualification working experience in student/youth guidance, development or support, preferably gained in the tertiary education sector; (3) a keen interest to work with young people, positive personality, excellent interpersonal skills and ability to work independently.

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 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 21 October 2024, 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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