

Project Officer (holding the functional title of Student Wellness Officer)

(Ref: 2401328)

Faculty of Humanities

The appointee will be responsible for providing a wide range of executive support to the Task Force on Students' Satisfaction and Risk Management (TFSSRM). He/she will serve as a secretary to collaborate with the TFSSRM to identify wellness gaps and develop creative initiatives; assist in designing and implementing activities; develop and implement crisis intervention protocols, procedures, and handbooks; assist in guiding and training on topics related to student well-being; help foster a culture of care, inclusiveness, and support to enhance student life beyond academic concerns; assist in collecting data, conducting evaluations, making recommendations for improvement and preparing reports; and carry out general administrative duties as required. The appointee will also be required to collaborate with academic departments, non-academic units (e.g., Student Affairs Office), and external organisations to enhance student well-being and satisfaction and perform any other duties as assigned by supervisor(s). The initial appointment will be for a period of 2 years.

Applicants should have a recognised Bachelor's degree in psychology, counselling, social work, education, or a related field with at least 3 years' work experience in youth development, counselling, or wellness programmes, preferably gained in the tertiary education sector. Knowledge of counselling skills, therapeutic treatment, and group work principles is preferable. They should be highly flexible and proficient in both English and Chinese (Cantonese and Putonghua) and have good analytical and problem-solving skills as well as interpersonal and communication skills. They should also be self-motivated, attentive to details, capable of working independently with diverse populations and embrace inclusivity. Immediately available is preferred.

For information on the Faculty of Humanities, please visit: <http://www.eduhk.hk/fhm/>

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 on or before **4 December 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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