

**Assistant Student Development Manager (Ref: 2401396)
Student Affairs Office (Leadership and Service Learning Section)**

EdUHK is inviting applications for the position of Assistant Student Development Manager. Key responsibilities include assisting in the planning and implementation of leadership and service learning development activities, supporting the development and maintenance of an effective online system for managing student organisation registration and student-led activities, facilitating online student affairs communications, and coordinating on-campus student activities and other student development programmes. The appointee 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 2 years.

Applicants should have a recognised university degree with several years of post-qualification working experience at the executive level, preferably gained in the tertiary education sector and/or student services area. Experience in online system development, managing student organisations, and student-led activities is highly preferred. High proficiency in English and Chinese (including Cantonese and Putonghua), along with good communication, organisational, and interpersonal skills, is required. Applicants should also have an outgoing personality, be self-initiated, detail-minded, result-driven, and demonstrate interest and effectiveness in working with students.

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 be offered the functional title of Assistant Student Development Manager which holds the substantive post of Executive Officer II 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 on or before **23 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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