

Student Development Tutor (Ref: 2500365) Student Affairs Office

The appointee will be responsible for University Life Planning, a developmental advising scheme that provides non-formal learning opportunities for all newly admitted undergraduate students and other specified groups. The primary duty is to offer individual guidance to students on their personal and career development plans. Other responsibilities include supporting non-local students, organizing student activities and orientation programs related to personal growth and new student adjustment, engaging students in various initiatives (e.g., peer mentoring schemes, buddy programs, etc.), and handling administrative tasks associated with the scheme. The team of Student Development Tutors will also collaborate with various advising networks, such as academic program leaders, psychological counselors, career advisors, and peer mentors.

Applicants should have (1) A Bachelor's degree in education or a related discipline, such as counseling, social work, or psychology, or an equivalent qualification; (2) several years of full-time, post-qualification work experience in student/youth guidance, development, or support, preferably within the tertiary education sector; (3) a strong interest in working with young people, a positive personality, excellent interpersonal skills, and the 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 appointee will hold a substantive rank 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. **Review of applications will start from 7 April 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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