

Student Development Executive (Holding a substantive rank of Executive Assistant) (Ref: 2401376)
Student Affairs Office

The appointee will be responsible for providing administrative and logistics support to Non-local Student Support Services and the University Life Planning Scheme which is a developmental advising programme on non-formal learning. S/he will conduct advising sessions with individual students to encourage their whole person development and career preparation. Other responsibilities include organising and developing student activities on personal growth, working with different student groups closely, offering administrative support to various initiatives, and perform any other duties as assigned by the supervising officers.

Applicants should have a Bachelor's degree; strong literacy in computer application; basic student advising skills; proficiency in English and Chinese (including Putonghua); excellent interpersonal and organisation skills as well as a keen interest to work with young people. Experience in office administration in tertiary education sector will be an advantage.

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 11 December 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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