

Student Development Tutor (Ref: 2600523) Student Affairs Office

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

Applicants should possess (1) a Bachelor's degree, preferably in education or a related discipline, such as counseling, social work, or psychology; (2) several years of full-time, post-qualification experience in student or youth guidance, development, or support, preferably in the tertiary education sector; (3) proficiency in English and Chinese (including Cantonese and Putonghua); (4) strong interpersonal, organisational skills, and the ability to work independently; (5) good digital literacy and computer skills; and (6) a genuine passion for working with young people.

Experience in student advising in tertiary institutions 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 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 on or before **14 July 2026**. 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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