



Gratia Christian College is registered under the Post Secondary Colleges Ordinance (Cap. 320) and has started offering degree programmes since 2015. Currently, Gratia is offering 4 full-time bachelor honours degree programmes, an advanced diploma programme (at QF Level 5 status), 5 higher diploma programmes, and a professional diploma programme (at QF Level 4 status), with the vision of becoming a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

The College now seeks to recruit suitable candidates for the following position:

## **Student Development Officer**

Qualified candidates should:

- ❖ Possess a bachelor's degree in Management, English Language, or Social Sciences,
- ❖ Have one to two years' experience in organizing youth activities / administering student services preferably in an educational context,
- ❖ Be equipped with good interpersonal, planning, and problem-solving skills, and
- ❖ Command fluent written and spoken English and Chinese, which would be an edge

*Candidates with less experience or with sub-degree qualifications (e.g. Higher Diploma or Professional Diploma) may be considered as Assistant Student Development Officer.*

### **Responsibilities:**

- Take up tasks of planning, designing, organizing, and implementing student development programmes
- Support student service programmes with an aim of developing students into servant leaders,
- Assist in providing training and professional consultation to student organizations,
- Help in handling matters related to student scholarship, finance, and relevant administrative tasks, and
- Provide secretarial support, such as drafting documents and minutes, for related committees and task groups as and when required.

### **Terms of appointment:**

Salary will be commensurate with qualifications and experience. Appointment would be made on contract basis with a possibility for renewal subject to review. Medical benefits and annual leave will be provided accordingly.

### **Applications:**

Please apply in writing with full resume and copies of academic qualifications, indicating date of availability, latest and expected salaries. Applications should reach the Human Resources Office, Gratia

Christian College, 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong, or by email to [hr@gratia.edu.hk](mailto:hr@gratia.edu.hk) on or before 8 March 2025. For enquiries, please call at 5804 4149.

*Personal data collected will be used for recruitment-related purposes only.*