

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of learning and teaching through a diverse offering of academic and research programmes up to doctoral level in teacher education and complementary disciplines, such as the social sciences and humanities. The University aspires to further enhance its role as a leading university in the Asia Pacific region and beyond, with a focus on educational research, development and innovation, and recognized for its excellence in nurturing outstanding and caring professionals as well as the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 16 academic departments, as well as various University-level and Faculty-level research and professional development centres. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

**Assistant Director of Student Affairs (Ref: 2100106)  
(Holding a substantive rank of Senior Student Affairs Officer)  
Student Affairs Office**

Reporting to the Director of Student Affairs, the appointee is the section head playing a key role in assisting the Director of Student Affairs in developing policies, strategic plans, quality assurance mechanisms and management systems for the provision of student services in the University. He/she will be responsible for overseeing the planning, development and implementation of various areas of student services with special focus on student advising, campus life and resources such as first year experience programme, non-local student services, support to student organisations, scholarship and student finance, student amenities, etc. He/she will be required to supervise a team of colleagues in their service provision and facilitate their professional development.

Candidates should possess (i) a Bachelor's Degree in a relevant discipline, a higher degree / a professional qualification in areas of specialization is strongly preferred; (ii) substantial relevant post-qualification experience; (iii) proven leadership and strong management skills; and (iv) good mastery of specialist skills and language skills for both English and Chinese. Experience in student affairs / student development service at tertiary level, committee works, and student liaison and advising 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 contract-end gratuity, leave, medical and dental benefits, and where applicable, housing benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload (i) a full CV and (ii) a completed [Declaration of Criminal Conviction Record](#) (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>) on or before **23 April 2021**. 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.

**EdUHK is an Equal Opportunities Employer.**