

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 teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Approaching its 30th anniversary, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing 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 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. 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.

Senior Assistant Registrar (Ref: 2300770) Registry

Reporting to the Registrar, the appointee will be responsible for planning, coordinating, supervising and implementing a number of administrative areas in the Registry, including student admissions, strategic and academic planning, academic policies and regulations, student assessment and records, timetabling, committee work, academic quality assurance and enhancement, learning and teaching-related initiatives and organization of university-wide events. The main duty of this position will be the team leader of the section on academic quality assurance and academic secretariat. The appointee will lead the team to provide quality support to University committees, quality audits and the implementation and daily operation of relevant work areas. S/he is expected to play a key role and provide senior administrative support to assist the Registrar. The appointee will work closely with Faculties, Departments and other administrative units.

Applicants should have a recognized degree with substantial experience at senior level in administration at tertiary institutions or relevant public organizations. They should also be a highly independent administrative leader with an excellent command of English and Chinese, good judgement, strong communication, interpersonal, organization and analytical skills as well as attributes of coping with ambiguity, change and intricacy. Knowledge in educational development in Greater Bay Area and literacy in computer applications will be an advantage.

Salary will be commensurate with qualifications and experience.

The initial appointment will be on a three-year fixed-term contract [applicable to internal and external successful candidates]. Re-appointment thereafter will be subject to mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 15% of the basic salary), 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 a full CV. **Review of applications will start from 5 April 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/jobsoff/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.