

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. 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 two Academies, Academy for Educational Development and Innovation and Academy for Applied Policy Studies and Education Futures, a number of University-level research centres 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: 2500498) **Student Affairs Office**

The appointee will play a key role in assisting the Dean/ Associate Deans of Students and Director/ Associate Director of Student Affairs in managing strategic initiatives, developing plans and policies, and overseeing the development and implementation of projects/ programmes/ events in the Student Affairs Office (SAO). His/ Her main responsibilities include:

- Leading initiatives aligning with the strategic development of SAO (e.g., patriotic education, non-formal learning, etc.);
- Preparing proposals/ plans/ reports on key initiatives of SAO;
- Collaborating with both academic and non-academic units to facilitate the implementation of projects/ programmes/ events;
- Acting as a liaison with internal and external stakeholders to ensure seamless communication and operations; and
- Assisting with ad-hoc assignments and any other duties as assigned by the Dean/ Associate Deans of Students and the Director/ Associate Director of Student Affairs.

Applicants should possess a recognised Bachelor's degree in a relevant discipline (a higher degree will be preferred). They should have substantial relevant post-qualification experience, preferably in a tertiary administrative setting. They should demonstrate proven leadership abilities and strong management skills, excellent organisational, communication, and analytical skills, along with substantial experience in staff supervision, project/ programme management, and conflict resolution. High proficiency in both written and spoken English and Chinese (including Putonghua) and experience in proposal/ plan/ report preparation is required. Experience in the university-level coordination and management in projects/ programmes 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 15% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Senior Student Affairs Officer 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. **Review of applications will start from 1 June 2025, 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.