

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 Registrar (Ref: 2500907)

Registry (Academic Regulations and Records Section)

Reporting to the Registrar, the successful candidate will be responsible for planning, coordinating, and supervising key administrative functions within the Academic Regulations and Records Section of the Registry, including developing and implementing academic regulations, managing student assessment and records, overseeing timetabling processes, handling student disciplinary matters, and supporting committee work. The appointee will lead a team to deliver high-quality support for the effective operation of relevant work areas, and collaborate closely with Faculties, Departments, and other administrative units to facilitate teaching, learning, and the organisation of university-wide events. S/he is expected to play a key role and provide senior administrative support to assist the Registrar.

Applicants should have a recognised degree with substantial experience in administration roles within tertiary institutions or relevant public organisations. They should show proven leadership skills with the ability to work independently and manage multiple responsibilities effectively, with an excellent command of English and Chinese, and strong communication, interpersonal and organisational skills. They should be detail-minded, committed to quality outcomes and possess strong problem-solving abilities and good practical judgment. Knowledge and experience in academic regulations, and student assessment and records in the higher education sector are necessary. Strong analytical skills and literacy in computer applications and AI technologies 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 University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **3 September 2025**. 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>.

EdUHK is an Equal Opportunities Employer.