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 Registrar (Ref: AR/LTTC/0520)**
**Centre for Learning, Teaching and Technology**

The appointee will support a project related to computational thinking-coding education. Duties include assisting the project’s Principle Investigator to manage a cross-university project, coordinating different project teams within the university, and with different project partners and stakeholders outside the university. The appointee will be expected to write reports and papers, oversee administration and territory-wide outreach events related to the project, as well as plan and coordinate staff recruitment and retention, resources, and budget. He/she will be responsible for providing secretarial support in committees as required. The appointee will be expected to carry out other duties as assigned by the project’s Principle Investigator.

Applicants should have a Bachelor’s Degree, preferably in Education, Psychology, Social Sciences, Arts, or related disciplines. A Master’s Degree is a plus. Applicants should have substantial working experience in sizable organizations at managerial/ supervisory levels; strong leadership and supervisory experience; excellent interpersonal, communication and project management skills. They should be well-versed in the local education environment, especially the primary school section. They should be a highly independent administrative leader with an excellent command of English and Chinese. Fluency in spoken Cantonese is a must. Literacy in computer applications 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.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro2@eduhk.hk or by post to the above address on or before **28 May 2020**. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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.

**EdUHK is an Equal Opportunities Employer.**