

*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. Celebrating its 30th anniversary in 2024, 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.*

### **Associate Director of Student Affairs (Ref: 2400639) Student Affairs Office**

Reporting to the Director of Student Affairs, the appointee will assist the Director of Student Affairs in policy formulation, resource allocation and development of strategies for student support and development. He/she will be responsible for leading and overseeing the Teams in the planning, development, implementation and quality assurance of various areas of student services on student advising, campus life and resources, hall life, leadership and service learning, physical and psychological wellness, career development, sports teams' development, as well as handling critical incidents as needed, etc. He/She is expected to coordinate department-level and university-wide projects and work closely with internal and external stakeholders in creating learning opportunities and fostering students' whole-person 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 years of relevant post-qualification experience in tertiary education; (iii) have passion for student development and proven leadership and ability to work with staff and students effectively; 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, co-curricular activities management, student liaison and advising will be an advantage.

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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](#) and upload a full CV. **Review of applications will start from 26 June 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/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.**