

*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 30<sup>th</sup> 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 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 Director of Student Affairs (Ref: 2401381)  
(Holding a substantive rank of Senior Student Affairs Officer)  
Student Affairs Office**

Reporting to the Director/Associate Director of Student Affairs, the appointee will lead the Leadership and Service Learning Section in assisting the Director/Associate Director of Student Affairs in developing policies, strategic plans, quality assurance mechanisms and management systems for the provision of student services in the University. He/She will be responsible for overseeing the planning, development and implementation of various areas of student services with specific focus on service learning (local, mainland China and overseas), leadership development, support to student organisations, and student-led activities. He/She is expected to work in close collaboration with internal and external partners 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 relevant post-qualification experience; (iii) proven leadership and strong management skills; 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, co-curricular activities management, student liaison and advising will be an advantage.

---

Salary will be commensurate with qualifications and experience.

The initial appointment will be on a two-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 11 December 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.**