

*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, 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.*

### **Senior Manager / Manager (Ref: 2401467) Registry**

The appointee will be responsible for overseeing the project on enhancing undergraduate student employability and steering the strengthened efforts to leverage data of the student life cycle for informed data decision-making. The appointee will plan, administer and review in-depth analyses of the student life cycle, the Academic Advising system and employment-related data; develop and manage the student experience-related dashboards to facilitate data-driven decisions and improvements; and work with relevant units in preparing and compiling reports for follow-up actions and continuous enhancement. The appointee will also monitor and support the implementation of the University Accountability Agreement sector-wide performance measures and institution-specific key performance indicators. The initial appointment period will be two years.

Applicants for the post of Senior Manager should have a recognized degree, preferably in statistics, quantitative and data analysis, with 12 or more years of relevant full-time post-qualification work experience at tertiary institutions or relevant public organizations. They should also be highly independent administrative leaders with an excellent command of English and Chinese, and strong communication, interpersonal, and analytical skills as well as attributes of coping with ambiguity and change. Applicants with less relevant work experience will be considered for the post of Manager.

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% / 10% of the basic salary), leave, medical and dental benefits, and, where applicable, housing benefits. The appointee will hold a substantive rank of Project Manager (equivalent to the rank of Assistant Registrar) / Assistant Project Manager 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 6 January 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.**