

THE HONG KONG POLYTECHNIC UNIVERSITY

ACADEMIC REGISTRY

Post Specification

Associate Registrar (Ref. 21062206-IE)

Duties

The appointee will lead the student services functions of the Academic Registry. He/She will be required to:

- (a) oversee the day-to-day student services matters, including but not limited to subject registration, student records, timetabling, examinations, graduation awards as well as certification matters, and make significant enhancements and enrichments of these areas for the betterment of the academic/teaching staff and students of the University;
- (b) play a leading role to work closely with relevant units/stakeholders in the development of the architecture and implementation of the new Student Life Management System, and preparation for the next generation of the Student Record System, as a sustainable and effective framework for comprehensive management of student data and records in meeting the changing needs;
- (c) play a leading role in the internal process automation and manage internal IT team for smooth implementation of various related projects;
- (d) assist in the implementation of academic policies and decisions, the curriculum and regulatory framework, and other relevant internal and external initiatives;
- (e) be in charge of the Student Personal Data Privacy issues and oversee the handling of related enquiries/matters;
- (f) advise the Registrar on issues concerning student administration, including but not limited to statutory obligations, and assist in liaison with other tertiary institutions;
- (g) oversee the compilation and updating of the Student Handbook and other related publications of the Academic Registry;
- (h) provide administrative and secretarial support to committees;
- (i) lead and develop a team of administrative and support staff in providing academic-related support services to the University; and
- (j) perform any other duties as assigned by the Registrar or his delegate.

Qualifications

The appointee should be passionate about higher education and have aspiration to support the University's strategies. Applicants should have:

- (a) a recognised degree;
- (b) at least fifteen years of relevant managerial/administrative experience, including ten or more years of experience at senior level in sizeable organisations or tertiary institutions;

- (c) a broad understanding of student administration in the higher education sector, including relevant policies, rules and regulations as well as the latest developments locally and internationally;
- (d) substantial experience and strong drive for success in the development and implementation of integrated IT solutions to meet business needs in sizable organisations;
- (e) excellent leadership with ability to inspire, motivate and develop a team of administrative and support staff to achieve both long-term and short-term goals;
- (f) good planning and organisation abilities as well as a high level of competency in committee work and report writing;
- (g) very good communication, interpersonal, data analytics and IT skills; and
- (h) high proficiency in spoken and written English and Chinese.

Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

The University invites applications for this appointment. Please send applications by post to Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong or via email to hrstaff@polyu.edu.hk. Application form can be downloaded from https://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence in early July 2021 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at http://www.polyu.edu.hk/hro/job/en/guide_forms/pics.php.

PolyU is an equal opportunity employer committed to diversity and inclusivity. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, nationality, family status or physical or mental disabilities.

Updated on 24 June 2021