Guide to Appointment

REGISTRAR

Roles and Responsibilities

The Registrar is a key Management position responsible to the President through the Vice President (Academic) for the overall management of the Registry, looking after student admissions and records, advanced standing, examinations, assignments and timetabling, graduation and academic secretariat, tutor support services, student affairs and career development. He/she serves as Secretary to the Senate.

Attributes Required

a) A recognized degree, preferably a higher degree
b) Substantial relevant management experience at senior level in the tertiary education sector
c) Dynamic leadership and high integrity. Self-motivated, resourceful and visionary
d) High language proficiency in English and Chinese
e) Knowledge of student administration systems and various modes of learning is a big plus

Remuneration Package (subject to change)

Monthly Basic Salary: University Pay Scale A1-A7 // A8-A10 // D1(2)-D1(3) (HK$77,855 – HK$113,100)
// denotes efficiency bar

Monthly Composite Cash Allowance: 40% of monthly basic salary, capped at mid-point of the salary scale

Contract Gratuity: 15% of total basic salary over the contract period payable upon satisfactory completion of the contract. The gratuity payable shall be inclusive of the total monthly contributions made by the University as an employer to the MPF Scheme or the ORSO Sub-Scheme

Annual Leave: 22 working days

Staff Development Leave: 15 working days per annum

Other Benefits: Medical and dental benefits for appointee and family; life insurance for appointee

Human Resources Unit
9 June 2012