



香港中華基督教青年會
Chinese YMCA of Hong Kong

Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

助理教務長 Assistant Registrar

Ref: ARCO/07/24

Responsibilities:

- Handling student application and admission;
- Managing student academic records, approved curriculum and course schedules, etc;
- Performing academic quality assurance functions and ensuring institutional compliance;
- Handling documents for learning programme accreditation/ re-accreditation;
- Coordinating student activities; and
- Performing ad hoc projects when needed.

Requirements:

- A recognized degree or above in any discipline;
- At least 6 years of relevant work experience;
- Experience in handling learning programme accreditation/ re-accreditation;
- Proficiency in spoken and written English and Chinese; and
- Good administrative, communication, presentation skills and multitasking skills.
- Working location: YMCA College of Careers, Yau Ma Tei

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate on contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to recruit@ymca.org.hk **on or before 16 July, 2024.**

(All information provided will only be used for recruitment related purpose.)