

Project Assistant (Ref: 2400120)
Department of Linguistics and Modern Language Studies

The appointee will perform administrative duties, such as providing secretarial support to specific work groups, organising academic events, designing promotional posters/leaflets, supporting the organisation of conferences, seminars and workshops, liaising with internal and external parties, and providing support for the GBA visits, including leading students to GBA cities. The appointee will be expected to carry out other duties as assigned by the Department Head/Supervisor.

Applicants should have a Bachelor's degree in Linguistics or related disciplines, preferably with several years of post-qualification working experience. They should have a good command of both spoken and written English and Chinese. They should also be literate in computer applications; able to work under tight timeline; and have strong communication, interpersonal and organisational skills. Independence, multi-tasking and attention to details are essential. Experience in event and activity organisation will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 on or before **21 February 2024**. 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/jobsopp/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.

Further information about the University is available at <http://www.eduhk.hk>.

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