



香港教育大學  
The Education University  
of Hong Kong

## **Project Assistant (Ref: 2400708)** **Department of Cultural and Creative Arts**

The Department of Cultural and Creative Arts is looking for a suitable candidate for the post of Project Assistant. The appointee will be assigned to provide administrative support for music teaching and learning activities and technical support for music concerts and audio-visual recording/post-production; etc., and perform any other duties as assigned. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree preferably with some work experience. They should also have good interpersonal, writing, and communication skills, and good knowledge of the operation of audio-visual equipment. They should be self-motivated, capable of working independently and good at teamwork.

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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 10% of the basic salary), leave, medical and dental 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. **Review of applications will start from 22 July 2024, 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.

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

**EdUHK is an Equal Opportunities Employer.**

