

Project Assistant (Ref: 2400718)
Department of Education Policy and Leadership

The Department of Education Policy and Leadership (EPL) was established in 2010. As an important part of the University, we contribute actively to programmes at both the undergraduate and postgraduate levels. We prepare students to enter the teaching profession. We educate them in the personal, interpersonal, and social dimensions of teachers. We prepare leaders for roles in principalship, policy planning and analysis, professional development, and school improvement. We inspire students to think critically and ethically by exploring good schools and good societies.

The appointee will provide support to the marketing and promotion of department reputation, and related initiatives in the Department. Duties include (a) coordinating and preparing multimedia materials and written contents for social media platforms, websites, and courses managed by the Department, (b) supporting outreach strategies and events, and (c) performing any other duties as assigned. The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Marketing, Public Relations, Communication, Journalism, Design, Digital marketing, Multi-media or related disciplines. They should have high proficiency in both written and spoken English and Chinese. The successful applicants should be an enthusiastic and fast learner and able to work independently. Experience with software/technology related to video production and graphic design (such as Canva or Adobe Creative Cloud apps) is preferred.

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 **29 July 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/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.

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

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