

Project Assistant (Ref: 2400979)
Faculty of Humanities

The appointee will be responsible for providing a wide range of administrative support to the project team in course/teaching material design, development, and implementation. He/she will help coordinate the project implementation; assist in collecting data, conducting evaluations, preparing reports, and compiling materials; manage and maintain webpages; organise meetings, group interviews, and other dissemination activities; provide support to the Greater Bay Area (GBA) experiential learning activities; supervise student helpers; and perform any other duties as assigned by the Principal Project Supervisors (PPSs) and Co-PPS. He/she may have the possibility to go on the GBA trips. The successful applicant will be appointed for a period of 2 years.

Applicants should have a recognised Bachelor's degree with post-qualification working experience in tertiary education settings. They should have high proficiency in both English and Chinese (Cantonese and Putonghua), good analytical and problem-solving skills as well as interpersonal and communication skills. They should also be self-motivated, attentive to details, capable of working independently and multitasking. Immediately available is preferred.

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 on or before **24 September 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.

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

EDUHK is an Equal Opportunities Employer.