

Project Assistant (Ref: 2401066)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for "Second Phase of the Club Diversity at Schools project". Major duties rendering secretariat support, liaising internal and external parties, organizing face-to-face and/or on-line events/functions/visits. The appointee will also be responsible for the administration of remedial classes for the students with SEN which will be conducted after schools or in weekends. He/She will be providing admin support for the supported schools and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's degree, preferably with some post-qualification working experience. He/She should have a good interpersonal and communication skills, proficiency in both English and Chinese; and competence in computer applications. Applicants should be meticulous, able to work independently or as a team member and work under pressure. Applicants with administrative working experience in local tertiary education institutes and in supporting e-learning platform 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 **17 October 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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