

**Project Assistant (Ref: 2401163)
Faculty of Humanities**

[Appointment Period: 12 months]

The appointee will be responsible for providing a wide range of administrative support to the project team for a project in relation to enhancing undergraduate student employability. He/she will help coordinate the project implementation and promotion; assist in collecting data, conducting evaluations, preparing reports, and compiling materials; organise meetings, seminars, workshops, and other dissemination activities; supervise student helpers; and perform any other duties as assigned by the Principal Project Supervisors (PPSs) and Co-PPS. The successful applicant will be appointed for a period of 12 months.

Applicants should have a recognised Bachelor's degree with post-qualification work 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.

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 **10 November 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>.

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