

**Project Assistant (Ref: 2401138)
Centre for Language in Education**

[Appointment period: around 18 months]

The appointee will be responsible for providing administrative support to the project team. Major duties include (a) organizing tryout workshops, focus group meetings and language learning activities; (b) assisting the project team in producing learning and teaching materials; (c) preparing reports for the project; (d) follow-up on the projects' progress and post-project deliverables, e.g. liaising with academic and teaching staff on project output matters, coordinating project output dissemination and evaluation; (e) assisting in the development of self-learning materials and online platform; and (f) other duties as assigned by the principal supervisors. The appointment will be for a period of around 18 months.

Applicants should have a Bachelor's Degree preferably with post-qualification working experience in tertiary institutions. Experience in project management, strong interpersonal, communication, and effective organizational skills are essential. Applicants should be highly proficient in both English and Chinese (Cantonese and Putonghua). He/ She should also be a good team player, attentive to details, highly self-motivated.

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 **12 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. 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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