

Project Assistant (Ref: 2401182)
Centre for Child and Family Science

The appointee will assist in a project sponsored by the Simon K. Y. Lee Foundation. The project seeks to promote the socioemotional competence of children aged between 2-4 (N and K1 students), and encompasses support for teachers and parents of children with social-emotional needs.

The appointee will be responsible for a wide range of secretarial and administrative duties, including preparing documents, taking minutes, liaising with schools, keeping track of financial expenses, coordinating meetings and activities, organising events, and exchanging information with both internal and external parties. The applicant will also work closely with other teammates in preparing survey and interview questions, collecting data, and developing multimedia materials to promote the socioemotional competence of young children. The appointment period will be from as soon as possible to 31 December 2025, with possibility of renewal subject to performance and mutual agreement.

Applicants should have a bachelor's degree, preferably with some experience of supporting the operation of a project. He/she should also have high proficiency in both written and spoken English and Chinese, and good interpersonal, organizational, and multimedia production skills. He/she should work independently and collaboratively as a good team player; be attentive to details, self-motivated, and able to work under pressure.

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 **22 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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