

**Project Assistant (Ref: 2401270)**  
**Academy for Applied Policy Studies and Education Futures**  
**Global Institute for Emerging Technologies**

The appointee will be responsible for providing support to the Global Institute for Emerging Technologies. He/She will be responsible for providing support in the daily operation and various projects, such as but not limited to arranging meetings, drafting documents/reports/presentation materials, and supporting events and publications; He/she will be responsible for liaising with internal and external parties and performing other duties as assigned by the Co-Director or the delegate(s). The appointment will be for a period of 24 months.

Applicants should have a Bachelor's degree, preferably in education, educational technology, teacher education or related field. Applicants should be proficient in both English and Chinese. Applicants should be attentive to details; have good interpersonal, organisation and ICT skills; and the ability to work under pressure.

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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 **15 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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