

Project Assistant (Three Posts) (Ref: 2401353)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2024/25, 2025/26 and 2026/27 School Years”. Major duties include rendering administrative support, liaising with internal and external parties, organizing face-to-face and/or online events/functions/visits. Depending on the programme needs, the appointee needs to work frequently in various campuses (Tai Po, Tseung Kwan O and North Point) and/or other venue(s) scattered in Hong Kong to provide direct support to the class operation and administration, which may also be occasionally offered after normal office hours (e.g. evenings or weekends). The appointee will also provide support to the general administration of the programme and perform any other duties as assigned by supervising officers. The appointees are expected to commence the employment as soon as possible.

Applicants should have a Bachelor’s degree, preferably with some post-qualification working experience and interests in event management. They should be meticulous and be able to work independently or as a team member with flexibility. They should have good interpersonal and communication skills with a good work attitude even under pressure. They should be proficient in both written and spoken English and Chinese and general computer applications. Applicants with event management and/or administrative working experience in tertiary institutions will be an advantage. Experience in supporting e-learning platforms and/or video production/editing is also desired.

For information on the Department, please visit this website: <http://www.eduhk.hk/sec>

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 **10 December 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>.

EdUHK is an Equal Opportunities Employer.