

**Project Assistant (Ref: 2500057)
Registry**

The appointee will be required to oversee and manage day-to-day operations of website and its maintenance and assist in overseeing project administration and offering secretariat services. Major responsibilities include updating and maintaining websites with up-to-date information; collaborating with web developers or designers for website enhancement; and liaising with faculties, departments and units. The appointee will also be required to assist in managing the information centre and handling students' enquiries and students' records; and supporting University events or other activities. The appointment will be for a period of 18 months.

Applicants should have a Bachelor's degree with good interpersonal and communication skills; be proficient in both English and Chinese (including Putonghua), and literate in MS Office, web applications and data analyses. Applicants should preferably be equipped with some experiences in website development, programme administration and records system management experience.

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 **28 January 2025**. 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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