

Project Assistant (Ref: 2500225)
Department of Curriculum and Instruction

The Department of Curriculum and Instruction is embarking on an innovative journey proudly sponsored by the Quality Education Fund e-Learning Ancillary Facilities Programme. Our mission is to apply educational technology (e.g., learning management system) to facilitate the implementation of STEM education in schools. We are seeking passionate professionals to bolster our dynamic team to achieve this vision. The appointment will initially be for a period of 12 months, with the possibility of renewal upon mutual agreement.

The appointee will provide logistical support for this project, playing a pivotal role in contacting schools, documenting lesson observations, maintaining a comprehensive record of all meetings, and assisting in coordinating workshops, seminars, and CoP activities. Additionally, the appointee will manage and provide timely updates to the project website.

Applicants should have a Bachelor's Degree in Education, Psychology, or Educational Technology, preferably with 2 years of relevant post-qualification working experience. They should have good verbal and written communication skills with proficiency in English and Chinese (Cantonese and Mandarin); good interpersonal and organizational skills; and the ability to work under pressure. The appointee should be a good team player with a strong sense of responsibility, self-motivated, and multi-tasking. Experience in website maintenance and Programme marketing is highly desirable. Knowledge of educational research will be an advantage.

For further enquiries about the post, please contact Dr Wan Zhihong Peter at wanzh@eduhk.hk.

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 March 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>.

EdUHK is an Equal Opportunities Employer.