

Project Assistant (Ref: 2401025)
Department of Curriculum and Instruction

The appointee will provide research and administrative support for a project focusing on teacher AI competency in higher education. He/she will be responsible for liaising with partners, writing literature review, collecting and analysing data, assisting with compiling reports and drafting manuscripts, and performing other duties as assigned by the project leaders. 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.

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 **20 September 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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