



Project Officer (Ref: 2401057)

Resource Centre for Interdisciplinary Studies and Experiential Learning

The appointee will be responsible for offering a wide range of administrative support to the Resource Centre for Interdisciplinary Studies and Experiential Learning. This role involves organizing Centre events, functions, and activities held both locally and abroad, providing secretarial services for committees and meetings, drafting papers and reports, liaising with internal and external parties, maintaining and updating the Centre's webpages, collaborating as a team member on Centre's projects, and performing any other duties as assigned by the Centre Director or his/her delegates.

Applicants should have a recognized Bachelor's degree in education, social sciences, preferably in related disciplines with several years of relevant post-qualification full-time working experience. They should have high proficiency in written and spoken English and Chinese and good interpersonal, communication, IT, time management, and problem-solving skills. They are also expected to be self-motivated.

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. **Review of applications will start from 11 October 2024, and will continue until the post is filled.** 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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