

Project Assistant (Ref: 2401104)
Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for providing support in technology marketing and promotion. Main duties include assisting in organizing marketing activities and events; presenting EdUHK innovations in events; coordinating the production of promotional materials, including multi-media and printed materials; coordinating relevant data collection and reporting; and performing other duties as assigned by the supervisors / Director of Knowledge Transfer.

The appointee needs to work off-campus and be flexible in working hours occasionally during events. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably in marketing, business, technology, or other related disciplines. They should have a good command of written and spoken English and Chinese (including Cantonese and Putonghua); good computer skills (e.g. MS Office, Adobe); and be communicative, outgoing, attentive to details, and self-motivated. Experience in knowledge transfer or marketing will be an advantage but not a must.

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. **Review of applications will start from 28 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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