

Project Assistant (Ref: 2401445)
Faculty of Humanities
[Appointment Period: 9 months]

The appointee will be responsible for providing a wide range of administrative support to the project team for implementation projects in relation to the digitalization of the annual programme review process and supporting ad hoc programme administration. He/she will help coordinate the project implementation; assist in collecting data and user feedback, conducting pilot testing and evaluations, preparing reports, and compiling materials; provide support to the ad hoc academic programme activities; carry out general administrative duties as required, and perform any other duties as assigned by supervisor(s)

Applicants should have a recognised Bachelor's degree with relevant post-qualification work experience. They should have high proficiency in both English and Chinese (Cantonese and Putonghua) and have good interpersonal, communication, and IT skills. They should also be self-motivated, attentive to details, capable of working independently and multitasking. Immediately available is preferred.

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 24 December 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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