

Project Assistant (Ref: 2401471)
Faculty of Humanities
[Appointment Period: 24 months]

The appointee will assist the Principal Investigator on a project on Sustainable Humanities with three major themes: “sustainable art education,” “citizen science projects,” and “film and visual representations of the nonhuman.”

The appointee will provide a wide range of administrative support for project management. He/she will help organize workshops, conferences, interviews, meetings, and any other related activities; coordinate internal and external parties; assist in research and data collection and evaluation; maintain the project website and social media platforms; provide secretarial support for project meetings; manage project schedules, budgets, and logistics to meet deadlines, objectives, and prepare project reports; supervise student helpers; and perform any other duties as assigned by the PI. The initial appointment will be for 24 months, with the possibility of renewal subject to mutual agreement and fund availability.

The appointee should have a recognized bachelor's degree in humanities, cultural studies, environmental studies, or a related field and at least one year of relevant post-qualification working experience in research support, event coordination, or administrative tasks. Knowledge of video editing and graphic design is an advantage. He/she should have high proficiency in English and Chinese and good interpersonal, communication, and IT skills. He/she should also be self-motivated, attentive to details, and capable of working efficiently within tight timelines. Immediately available is preferred.

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 16 January 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>.

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