

Project Assistant (Two Posts) (Ref: 2401456)
Department of Curriculum and Instruction

The appointee will provide administrative and research support to the captioned project. He/she will be responsible for the following duties and any other duties as assigned by the Principal Project Supervisors (PPSs). The appointment will be for a period of 2 years.

- To provide support to PPSs in designing, organizing and implementing experiential learning activities, competitions, and study trips
- To support PPSs in conducting research and evaluations of the project, including data collection and analysis for both qualitative and quantitative study
- To prepare project related publicity materials such as social media, leaflets, posters; and build up and maintain the online platform of the project
- To provide administrative support for the project and handle miscellaneous project-related responsibilities, such as preparing project reports
- To perform other duties as assigned by the PPSs

Applicants should have a bachelor's degree, and the relevant full-time post-qualification work experience will be an advantage. They should be self-motivated, responsible, and proficient in written and spoken English and Chinese (both Cantonese and Mandarin). They should have strong interpersonal, time management, problem-solving and organisational skills. Good communication skills are essential. Experience in coordinating projects within the tertiary education sector, particularly those focused on student engagement, will be an advantage. They should also be well-organized, have good interpersonal skills, and able to work independently and collectively in a team. The appointee will also be occasionally required to perform duties in non-regular hours.

For further inquiries about the post, please contact Dr Norman Mendoza at nbmendoza@eduhk.hk.

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 **10 March 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.

Further information about the University is available at <http://www.eduhk.hk>.

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