

**Project Assistant (Ref: 2500487)**  
**Research and Development Office (Knowledge Transfer Sub-Office)**

The appointee will be responsible for providing support in entrepreneurship development. Main duties include 1) Assisting in the execution of entrepreneurship schemes and related activities, including training workshops, mentorship programs, incubation and business support, ceremonies and networking opportunities, etc.; 2) Administrative support of entrepreneurship schemes; 3) Preparing relevant reports and marketing materials (including social media); and 4) Performing other duties as assigned by supervising officers/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 with relevant post-qualification working experience in a tertiary education setting. They should have a good command of both written and spoken English and Chinese (including Cantonese and Putonghua); be attentive to details; be self-motivated; and have strong communication skills. Applicants with experience in event organisation and/or entrepreneurship schemes are preferred. Immediate availability 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. **Review of applications will start from 21 May 2025, 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>.

**EdUHK is an Equal Opportunities Employer.**