

**Project Assistant (Ref: 2500987)
Centre for Child and Family Science**

The appointee will be responsible for project promotion and organising project activities, from planning to execution. A key part of the role involves design and multimedia production, including creating promotional materials and project resources. The appointee will also be developing social media content to enhance project outreach, as well as maintaining the project's website. Additional duties include liaising with schools, providing administrative support, and supervising student helpers. The appointment will be for a period of up to two years commencing as soon as possible, depending on the appointee's qualifications and experience.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in tertiary institutions. He/she should also have high proficiency in both written and spoken English and Chinese and good interpersonal, organizational, and multimedia production skills. He/she should work independently and collaboratively as a good team player; be attentive to details, self-motivated, and able to work under pressure.

Salary will be commensurate with qualifications and experience.

For a contract period less than 2 years: Fringe benefits include leave and outpatient medical benefits.

For a 2-year contract: 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 **23 October 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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