

Project Assistant (Ref: 2501141)
Faculty of Liberal Arts and Social Sciences

The appointees will be responsible for supporting the development, management, implementation, and evaluation of Faculty projects related to learning and teaching, including but not limited to projects related to internationalised online learning and development of new Capstone Project pathway on emerging technologies and strengthened efforts to enhance undergraduate student employability. S/he will assist in the preparation of papers, proposals and reports, including coordination, review, support in video and showcase platform creation, consolidation and compilation; provide secretarial support to the project team; organise meetings, visits, workshops and seminars, and prepare agendas, minutes and reports thereof; liaise with internal departments/units and overseas collaborators; support Faculty events/activities; and perform any other duties assigned by the supervisor. The appointment will be for a period of around 15 months.

Applicants should have a Bachelor's degree, preferably with post-qualification working experience, gained in tertiary education sector. S/he should have high command of both written and spoken English and Chinese. S/he should have good interpersonal, problem-solving and organisational skills. S/he should also be a good team player, highly attentive to details, self-motivated, and able to work independently under strict timelines. Candidates with skills in emerging technologies (e.g. AI) in teaching/work context would be advantageous.

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 on or before **17 November 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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