香港教育大學
The Education University of Hong Kong

Project Assistant (Ref: 2501239)
Student Affairs Office

The appointee will be working in the Special Educational Needs (SEN) Support Services of Student Affairs Office with responsibilities in administrative support. Major duties include assisting in the administration and coordination of trainings and surveys, liaising with students and internal and external parties, supporting the design and production of training and promotional materials, maintaining records and data; drafting documents and correspondence, providing support for student and staff training activities, and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's degree, preferably with some relevant full-time working experience. They should have a strong sense of responsibility, be capable of multitasking, and work independently. Applicants should also have high proficiency in English and Chinese (including Putonghua), good interpersonal and communication skills, in addition to a caring attitude. A good understanding of data management, particularly in compiling survey data, along with proficiency in MS Office and Photoshop.

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 December 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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