

Project Assistant (Ref: 2400448)
Department of Psychology

[Appointment Period: 12 months]

The appointee will be responsible for providing administrative support to the departmental research and development activities, including providing secretarial support to committees and meetings; supporting preparation and submission of research project proposals and reports; organizing research seminars; facilitating recruitment of research students; liaising with external bodies; carrying out general administrative duties such as arranging meetings/events/visits and website maintenance; and performing any other duties as assigned by supervising officers.

Applicants should have a Bachelor's Degree, preferably with some relevant working experience. Applicants should also have good interpersonal and communication skills and high proficiency in both English and Chinese (including Putonghua). He/she should also be literate in computer applications, including MS Word, Excel, PowerPoint, and others (e.g. Adobe Photoshop, Illustrator, Flash, Dreamweaver, and JavaScript). Relevant experience in research administration is preferred.

The appointment will be for a period of up to 1 year with the possibility of renewal subject to review and mutual agreement. 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 **23 May 2024**. 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/jobsoff/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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