



Project Assistant/ Clerk (Ref: 2000165)
Department of Literature and Cultural Studies

The appointee will be responsible for coordinating the Project for Research and Development in Language Performance. Duties include developing electronic system, evaluation methods, tools, as well as teaching and learning resources for the project, supporting the organization of conferences, seminars, competitions, workshops, and other functions related to the project as appropriate, arranging meetings, liaising with internal and external parties, handling grant applications and drafting reports. The appointee will be expected to carry out other duties as assigned by the Supervisor.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in tertiary institutions. The applicants should be highly proficient in both English and Chinese, attentive to details, self-motivated, and can work independently. He/she should also possess good communication and interpersonal skills, a flexible approach to work, and excellent project management and problem-solving abilities. Candidates with less working experience will be considered for the post of Clerk.

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 **9 December 2020**. 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.

