

Project Assistant (Ref: 2000163)
Department of English Language Education

In support of the Government's Job Creation Scheme under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 40 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be responsible for providing IT support for the Departmental webpage maintenance and updates; be responsible for the design and operation of the platform for a large-scale web-conferencing (rough number of presenters: 100-150; rough number of the participants: 200 to 300); providing IT support for colleagues; other duties related to IT assigned by Head of Department. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree in IT or related field, preferably with some relevant working experience. Applicants should be proficient in both written and spoken English and Chinese; be attentive to details; have good interpersonal, organization and ICT skills; and the ability to work under pressure. Immediate availability is preferred.

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>.

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