



香港教育大學
The Education University
of Hong Kong

**Project Assistant (Ref: 2000168)
Centre for Child and Family Science**

The appointee will provide support to the project entitled “Intervention and School-based Support for Dyslexic Students with English Learning Difficulty” sponsored by the Hong Kong Jockey Club Charities Trust. This project is to develop and evaluate a tiered intervention model: supporting the learning of English as a second language for junior primary school students with dyslexia.

The appointee will be responsible for providing executive support and administrative services to a research and support team and project events. For example, he/she will assist in administrative duties including school liaison/coordination, secretarial and administration support to working groups and meetings, workshop/event/seminar organization, and budget management. He/she will also need to perform other duties as assigned. The initial appointment will be for a period of 12 months commencing in January 2021, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with post-qualification working experience gained in tertiary institutions. He/she should also have high proficiency in both written and spoken English and Chinese, excellent interpersonal, organizational and IT skills. He/she should be a good team player, attentive to details, self-motivated, and able to work under pressure.

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 **16 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/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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