

Project Assistant (Ref: 2000174)
Centre for Child and Family Science

The appointee will be responsible for providing executive support and administrative services to different projects. 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, production of multimedia resources, and website maintenance. 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 with post-qualification working experience, preferably 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. Knowledge of design and/or multimedia applications is a definite advantage.

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 **18 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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