

Project Assistant (Ref: 2100050)
Department of Special Education and Counselling

The appointee will be responsible for supporting the principal investigator with duties including liaising with various stakeholders and schools, collecting data, managing the database, compiling letters and reports, as well as performing any other duties related to the post. The initial appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree in education, psychology or related disciplines, preferably with relevant post-qualification working experience. They should have a strong sense of responsibility, good communication and writing skills in both English and Chinese, as well as good interpersonal skills with teachers and parents. They should also be capable of working under pressure, independently and as a members of a team. Applicants with knowledge in social media, simple graphic design and/or video shooting will be an 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 **12 March 2021**. 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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