



Project Assistant (Ref: 2100078)
Department of Mathematics and Information Technology

The appointee will be responsible to coordinate and support the promotion of the UGC-funded Bachelor's degree programmes. Duties include programme marketing, logistic support and secretariat support. He/she is also required to perform any other duties as assigned. The 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. Good command of both written and spoken English and Chinese is essential. Applicants should also possess effective communication, organizational and analytical skills, be attentive to details and be able to work independently. 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 (i) a full CV and (ii) a completed [Declaration of Criminal Conviction Record](#) (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>) on or before **14 April 2021**. Applications which are incomplete or without the required documents may not be considered. 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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