

Project Assistant (Ref: 2100080)
Department of Science and Environmental Studies

The appointee will help with the management and implementation of STEM projects, which aim to provide training courses and develop resource kits related to STEM education, environment and/ or science for primary schools /in Hong Kong. He/she will assist the Project Leaders and team members who participate in the project to (1) provide administrative support of the project; (2) review relevant teaching and learning materials; (3) explore and design new teaching and learning activities with associated materials; and (4) support the course for participants and the implementation of the projects. The initial appointment will be for 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Education, Science, Geography, Environmental Science or related disciplines, with good command in both written and spoken English and Chinese. Knowledge, skills, and experiences in field studies, as well as learning and teaching resources packages development, are essential. He/she should also be a good team player, attentive to details, highly self-motivated, and able 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 (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 **23 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/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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