

Project Assistant (Ref: 2100105)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2021/2022, 2022/2023 and 2023/2024 School Years”. Major duties include rendering secretariat support, liaising with internal and external parties, organizing face-to-face and/or online events/functions/visits. The appointee will also be responsible for the administration of remedial classes for the students with SEN which will be conducted after schools or in weekends. He/she will be provide direct teaching service to the students with SEN and perform any other duties as assigned by supervising officers. The appointee is expected to commence his/her employment in June 2021.

Applicants should have a Bachelor’s degree, preferably with some post-qualification working experience. He/she should have good interpersonal and communication skills; proficiency in both English and Chinese; and proficiency in computer applications. Applicants should also be meticulous; able to work independently or as a team member and work under pressure. Applicants with administrative working experience in local tertiary education institutions and in supporting e-learning platform will be an advantage.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental 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 **26 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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