

Project Assistant (Ref: 2100331) Graduate School

The appointee will be responsible for providing administrative support to projects and programmes under the Graduate School. Main duties include providing support to programme management, handling student enquiries; drafting administrative papers and documents; writing various reports and proposals; serving as secretary to Boards and Committees; and performing any other duties as assigned by supervisors. 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 preferably with some relevant post-qualification working experience. They should have good interpersonal and communication skills and the ability to work independently and as a team member. They should also be proficient in both English and Chinese (including Putonghua) and literate in computer applications. Applicants with working experience in tertiary education institutions are 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 a full CV on or before **6 August 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>.

EdUHK is an Equal Opportunities Employer.