

**Project Assistant (Ref: 2100438)**  
**Department of Chinese Language Studies**

The appointee will be responsible for providing administrative support to the department. He/she will assist in programme coordination, prepare reports, coordinating activities and seminars, website maintenance and other duties as assigned by the supervisors. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree with some post-qualification or relevant working experiences are preferable. He/she should have good coordinating capabilities; literacy in computer applications; and proficiency in both English and Chinese (Cantonese and Putonghua). He/she should have the ability to work independently and be attentive to details.

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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 **22 September 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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