

Project Assistant (Ref: 2100544)
Department of Curriculum and Instruction

The appointee will be responsible for assisting the project leaders in implementing a project funded by the Teaching Development Grant. As a member of a project group, the appointee will be required to provide support on the development and implementation of learning resources using educational technology, liaise with local partnership secondary schools, compile reports and documents, and complete administrative duties related to this project. The appointment will be for a period of around 10 months.

Applicants should have a Bachelor's Degree in Education, Educational Technology, Teacher Education or related field, with some post-qualification working experience preferably gained in tertiary education setting. Applicants must be proficient in both English and Chinese. Applicants should be attentive to details, highly self-motivated, and have good communication, organization and information and communication technology (ICT) skills. 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 a full CV. **Review of applications will start from 26 October 2021, and will continue until the post is filled.** 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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