

Project Assistant (Ref: 2100613)
Faculty of Education and Human Development

The appointee will be responsible for providing executive support relating to academic programme development and management, projects, committee and working group support services and student matters. He/she will undertake a wide range of duties including serving as secretary to committees/working groups/meetings, preparing proposals/papers/reports, liaising with internal departments and performing other duties as assigned by supervisor. Administrative experiences with academic quality assurance and enhancement and website revamp will be advantageous. The appointment will be for up to 24 months.

Applicants should have a Bachelor's Degree, preferably with 1 or 2 years of full-time post-qualification working experience, preferably gained in tertiary institutions. They should have high proficiency in both written and spoken English and Chinese. They should also have excellent communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated and able to work under pressure.

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 a full CV on or before **3 December 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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