

Project Assistant (Ref: 2100647)
Department of Chinese Language Studies

The appointee will be responsible for providing administrative and research support to the project team. He/she is responsible for organizing and coordinating projects; arranging seminars, forums and other activities; developing publicity materials; editing books and journals; writing reports; and liaising with internal and external parties. The appointee will also be responsible for developing website. The appointment will be for a period of 10 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.

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 **7 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. 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>.

EdUHK is an Equal Opportunities Employer.