

Project Assistant (Ref: 2100666)
Library (Collection and Development Section)

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will support cultural and heritage education of the University, including organizing projects and events relating to heritage, museum and arts education; archives and record management. If needed, he/she may be required to work irregularly hours in evenings, weekends and public holidays. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's degree, preferably with a postgraduate-level qualification in history, cultural studies, museum studies or archives/records management, as well as working experience in archives/records management, publications and/or cultural content curation in a museum, gallery or related cultural organizations. Strong analytical, problem solving and organization skills, as well as excellent command of written and spoken English and Chinese are required.

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 **10 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/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>.

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