

**Project Assistant (holding a functional title of Project Video Editor) (Ref: 2200868)
Faculty of Humanities**

The appointee will assist the Principal Project Supervisors and Co-supervisors on a project to develop online classes platform for sharing learning and teaching materials/resources with in-service teachers in local schools. He/She will mainly be responsible for all-round video production tasks, including video editing, execution of video concept and filming, and sound design. He/she will also be responsible for administrative support and any other project-related activities as assigned. The appointment will be for 6 months.

Applicants should have a Bachelor's Degree in creative media, IT or related disciplines, preferably with working experience in multi-media production in the tertiary education sector.

He/she should have highly developed skills for video, audio and graphic production proficiency in video editing tools. In addition to working well with others, candidates should be highly self-motivated, attentive to detail, and able to work efficiently within tight timelines.

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 application will start from 21 September 2022, 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.

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

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