

Project Assistant (Ref: 2200964)
Faculty of Education and Human Development

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 provide research and administrative support for a project related to teaching and learning in higher education in Asia. He/she will be responsible for liaising with partners, writing literature review, collecting and analysing data, assisting with compiling reports and drafting manuscripts, and performing other duties as assigned by the principal project supervisors.

Applicants should have a Bachelor's degree in Education, Educational technology, Education policy, Educational development, Teacher education or related field. Applicants must be proficient in both English and Chinese. Applicants should be attentive to details; have good interpersonal, organisation and ICT skills; and the ability to work under pressure.

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 30 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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