



香港教育大學
The Education University
of Hong Kong

Project Assistant (Ref: 2200982) Centre for Child and Family Science

The appointee will provide support to the project entitled “Intervention and School-based Support for Dyslexic Students with English Learning Difficulty” sponsored by the Hong Kong Jockey Club Charities Trust. This project is to develop and evaluate a tiered intervention model: supporting the learning of English as a second language for junior primary school students with dyslexia.

The appointee will be responsible for providing executive support and administrative services to research and support teams, and project events. For example, he/she will assist in administrative duties including school liaison/coordination, secretarial and administration support to working groups and workshop/event/seminar organization. The appointee is also expected to assist in preparing training materials, data collection, and promoting events using social media. He/she will also need to perform other duties as assigned. The initial appointment will be for a period of 12-14 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s Degree, preferably with post-qualification working experience gained in tertiary institutions. He/she should also have high proficiency in both written and spoken English and Chinese, excellent interpersonal, organizational and IT skills. He/she should be a good team player, attentive to details, self-motivated, and able to work under pressure. Being familiar with the use of graphics and video editing software such as AI, Photoshop, Premiere Pro, After Effects, iMovie, etc. will be an advantage.

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 **17 October 2022**. 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. 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>.

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