

Project Assistant (Holding a functional title of Editor) (Ref: 2201245) Faculty of Humanities

The appointee will be responsible for managing promotion contents and translating documents for the Faculty of Humanities. He/She will work on writing and editorial assignments in English and Chinese for internal and external communications, e.g. e-newsletter, feature stories, social media posts, video scripts, publications, press releases and/or other communications materials; to draft speeches; to vet information to enhance content quality and accuracy; to ensure the language used is aligned with the guidelines set by the University; to provide editorial services from proofreading to copy editing and technical editing; to assist in the scripts for production/marketing projects, outreach activities and other promotion events, and any other duties as assigned. The appointment will be for a period of 1 year, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with a Master's Degree in Translation, English, Linguistics, Journalism, Humanities or related disciplines, and some post-qualification working experience. They should demonstrate superb writing capabilities, including persuasive and precise writing on a variety of subjects in English and Chinese with impeccable grammar in tight schedules; excellent level of English writing, editing, proofreading, and copyediting skill; storytelling skills in multimedia platforms; native or near-native English with the ability to read Chinese is highly preferred. In addition to working well with others, candidates should be highly self-motivated, attentive to details, 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 12 December 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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