

Project Assistant (Ref: 2201274)
Department of Education Policy and Leadership

The appointee will be responsible for (a) supporting online and blended learning initiatives, (b) preparing publicity and promotion materials, (c) supporting Departmental events, and (d) performing any other duties as assigned. The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with proficiency working in Chinese and English. The successful applicants should be an enthusiastic and fast learner and able to work independently. Experience in software/technology (i.e. iMovie, Adobe Premiere, Adobe Photoshop, Adobe Illustrator etc.) related to video production and graphic design is preferred.

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 **6 January 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.

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

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