

Project Assistant (Ref: 2201303)
Department of Science and Environmental Studies

The appointee will be responsible for providing support to publicity activities for undergraduate and postgraduate programmes of the Department. He/she will (1) prepare/design various kinds of promotional materials for publicity and brand building tasks, attend exhibitions and events for promoting programmes of the Department; (2) manage academic/student/project activities; (3) serve as secretary in meetings and provide administrative support of the Department; and (4) associate networking with the student, student association and alumni. He/She may need to work off-campus and outside office hours at times. The appointment will be for a period of 1 year with the possibility of renewal subject to mutual agreement.

Applicants should have a recognized Bachelor's Degree and good interpersonal and communication skills. They should be proficient in both English and Chinese and familiar with computer applications including MS Word, Excel, PowerPoint, Chinese Word Processing, and web applications. Relevant working experience in programme management and office administration at the tertiary level is preferred.

For information on the Department, please visit this website: <http://www.eduhk.hk/ses>.

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 16 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/jobsoff/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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