

Project Assistant (Ref: 2201343)
Department of Education Policy and Leadership

The appointee will be expected (i) provide professional assistance to the project leader and project team in developing and implementing the leader's leader learning programme; and (ii) plan, supervise, coordinate and execute the various professional activities of the leader's learning plan. The initial appointment will be for a period of 8 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree; preferably with post-qualification full time working experience in professional development programmes; experience in event coordination, supporting research and/or teacher professional development in schools is preferable. Applicants should possess strong research skills with an ability to conduct high quality research within a tight schedule; proficiency in office software, video editing, both written and spoken English and Chinese is required. She/he will report to the project leader and the project team.

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 27 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.

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

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