

Project Assistant (Ref: 2300069)

Department of Science and Environmental Studies

The appointee will help with the conference preparation and the management of research projects, related to the interdisciplinary studies of science and/or science studies in Hong Kong. He/she will assist the Project Leaders and team members who participate in the projects to (1) provide administrative support; (2) review relevant materials; (3) explore and design new activities with associated materials; and (4) support the implementation of the projects. The initial appointment will be for 6 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Education, Science, or related disciplines, with good command in both written and spoken English and Chinese. Knowledge, skills, and experiences in field studies, as well as learning and teaching resources packages development, are essential. He/she should also be a good team player, attentive to details, highly self-motivated, and able to work under pressure. Immediate availability 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 on or before **27 January 2023**. 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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