

Project Assistant (Ref: 2300074)

Library

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The appointee will be assigned to provide support to the Library. Duties include assisting in production of multimedia teaching resources, e.g. graphic design, video production (shooting, editing, post-production, etc.) and animations; assisting in developing contents (stories, photos and videos) for effective marketing of library resources and services; supporting library staff in training library users on the effective use of social media, multimedia software and equipment; and performing any other duties as assigned by supervising officers. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's degree, with good interpersonal and communication skills, and knowledge in essential multimedia software, e.g., Photoshop, Illustrator, Premier, AR and VR software. Experience in 360 degree photogrammetry/visual production is an advantage. They should have the ability to work independently and under pressure, and be a good team player.

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 **10 February 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. 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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