

Project Assistant (Ref: 2300201)
Department of Early Childhood Education

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 responsible for a wide spectrum of administrative tasks intended to support the research-related initiatives and the journals, the department's marketing initiatives under the supervision of the Associate Heads of Research, and Community Engagement Team.

The appointee will provide administrative support to the research committee and Community Engagement Team, organize activities and events (e.g., seminars, conferences); manage the research project databases and information; support internal ethics review for student research projects; prepare letters, papers and reports; handle human-resources related tasks; and perform any other duties as assigned by supervisor(s). He/she will also provide executive support to two scientific journals currently led by the academic staff of the department. The duty may include monitoring the submissions, peer review process, communications between the editors and publishers; processing/documenting the statistics of the journal; and providing any other support to the editor-in-chief. He/She will also coordinate and implement marketing initiatives for the department. The appointment will be for a period of around 12 months.

Applicants should have a Bachelor's Degree preferably with post-qualification working experience in tertiary institutions. Experience in research project management, strong interpersonal, communication, and effective organizational skills are essential. Applicants should be highly proficient in both English and Chinese (Cantonese and Putonghua). He/ She should also be a good team player, attentive to details, highly self-motivated and able to work under pressure.

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 6 March 2023, 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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