



香港教育大學
The Education University
of Hong Kong

Project Assistant (Ref: 2300319) **Faculty of Humanities**

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has recently 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 providing a wide range of support to programme administration; coordinating programme promotion and student recruitment activities; organising events and activities; handling student matters; liaising with programme personnel, students and external bodies; carrying out general administrative duties; and performing any other duties as assigned by supervisor(s). The appointment will be for a period of around 12 months.

Applicants should have a Bachelor's Degree preferably with 2-3 years of post-qualification working experience. They should have a good command of written and spoken English and Chinese (including Putonghua); and good organisational, communication, interpersonal, event management and problem-solving skills. They must also be a good team player and able to work under pressure. Immediate availability is preferred.

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 **4 April 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/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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