

Project Assistant (Ref: 2300543)
Centre for Research on Chinese Language and Education

The appointee will provide a wide range of academic and administrative support for both the research team and the Centre for Research on Chinese Language and Education. Major duties include (a) organizing workshops and seminars; (b) liaising with various internal and external parties to maintain daily operation of the Centre; and (c) other duties as assigned by the principal supervisors. The appointment will be initially made for a period of around 6 months, which can be further extended upon mutual agreement.

Applicants should have a Bachelor's Degree in Chinese language, Psychology, Translation, Education, Computer Science or related disciplines. He/she should be highly self-motivated, detail-oriented, able to work under pressure, have high proficiency of Chinese and English in reading and writing, and have good interpersonal skills. Research interest or experience in digital learning related areas will be an advantage.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and out-patient medical benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **1 June 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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