

Project Assistant (Ref: 2300967)
Department of Cultural and Creative Arts

The appointee will assist in maintaining lab machinery, tools and equipment; maintaining inventory of consumable materials for learners; providing mentoring/training/consultation for students and staff working on projects and equipment; coordinating and planning instructional projects with faculty; training and supervising student helpers; providing internal and external project assistance; assisting with art gallery projects; and perform any other related duties as assigned. The appointment will be for a period of 24 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with relevant knowledge and work experience. Experience in operating and maintaining various types of 3D printers, laser cutters, and other art-/design-related digital arts equipment are preferred. They should have proficiency in 3D modeling software (Rhinoceros/ Fusion360/ Solidworks/ Sketchup) and 2D graphic software (Adobe Photoshop & Illustrator) or similar. Experience assisting with creative arts projects, traditional art or design practices and media arts is preferable. They should also have good interpersonal and communication skills; be proficient in both English and Chinese, self-motivated, capable of working independently and good at teamwork.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for the posts. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV. **Review of applications will start from 12 September 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/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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