

Project Officer / Project Assistant (Part-time) (Ref: 2301097)
Faculty of Education and Human Development

The appointee will support the Project Supervisor in projects focused on enhancing undergraduate students' communication and social interaction skills through the development of genuine learning materials and specialized metaverse for special education. Key responsibilities of the appointee include research assistance, data analysis, stakeholder coordination, website management, report drafting, organizing seminars and discussions, budget monitoring, and supervising student aides. The appointment will be for a period of one year, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience in a tertiary education setting. The ideal candidate will be bilingual in English and Chinese, detail-oriented, self-motivated, and adept at multitasking in a deadline-driven environment. Knowledge in special education in Hong Kong will be an advantage. Candidates with less experience may be considered for the post of Project Assistant.

Salary will be commensurate with qualifications and experience.

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 11 October 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.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.