

**Project Assistant (Ref: 2301279)**  
**Faculty of Liberal Arts and Social Sciences**

The appointee will be responsible for supporting research projects. He/She will be responsible for conducting surveys and interviews, assisting in the coordination and administrative work of the projects, liaising with internal and external parties, supporting the creation of learning resources, writing reports, and performing any other duties assigned by the Principal Supervisors, Co-supervisors or his/her delegate(s). The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree with high proficiency in English and Chinese. Applicants should have an excellent command of both written and spoken English and Chinese, a strong sense of responsibility, and good communication skills and information technology competence. They should also be attentive to details and highly self-motivated. Immediate availability is preferred.

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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 the posts. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 4 December 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. 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>.

**EdUHK is an Equal Opportunities Employer.**