

Project Assistant (Ref: 2301306)
Department of International Education

The appointee will work in the Department's administrative office, where s/he will provide administrative support for a project, Global and Future-oriented Learning: Nurturing Global Perspectives through Innovative Pedagogies. Duties will include executive and clerical support for teaching programme development; liaising with internal and external stakeholders; providing technical and e-learning support; developing and maintaining website, drafting documents and correspondence; and other tasks as assigned by the Project Leader and the Head of Department.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience. They should have good interpersonal and communication skills, a friendly and cheerful disposition, and the ability to work both independently and as a team member. They should have excellent work skills and habits, including careful attention to accuracy and detail. Applicants should ideally be proficient in both English and Chinese (Putonghua would be an additional advantage), and literate in a range of computer applications. Applicants with work experience in local tertiary education institutions are 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 **21 December 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.

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

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