

**Project Assistant (Ref: 240065)**  
**Faculty of Education and Human Development**

The appointee will be responsible for supporting the Associate Dean (Learning and Teaching) in the coordination of various learning and teaching initiatives including: Award scheme(s) managed at the Faculty level; Grant support to teaching staff and students of the Faculty; and Leaders of Learning and the University's Learning and Teaching Plan, etc.

The appointee's main duties and responsibilities include: Organizing events and meetings as planned; Managing project records, monitoring budget and drafting guidelines/reports; Assisting in the production of deliverables; and performing any other related duties as assigned by the supervisor(s). 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 some post-qualification working experience gained in tertiary education setting. They should be highly proficient in both English and Chinese; attentive to details, highly self-motivated and have strong communication and organization skills. They should have proficiency in computer applications. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

Applicants who have responded to the previous advertisement (Ref.: 2300873) for the same position are under consideration and need not re-apply.

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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 this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 21 February 2024, 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.**