

**Project Assistant (Ref: 2400134)**  
**Department of Early Childhood Education**

The appointee will be responsible for providing support to the engagement with local community and mainland China for the Department of Early Childhood Education. He/She will be responsible for executing strategies for promoting engagement activities (e.g., daily marketing/promotion, program promotion, event coordination); producing compelling content in written, visual, and video formats for the use in multiple communication channels, including websites and social media platforms; collecting, tracking and reporting on the engagement activities in the department; organizing seminars, events, and student study/exchange tours; and other administrative support and duties as assigned by the supervisor. 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 in Marketing, Translation, Communication, Journalism, or a related discipline, with some relevant post-qualification full-time work experience, preferably in tertiary institutions. Applicants should also be highly proficiency in English and Chinese (including Putonghua) and computer applications such as Microsoft Office and Canva; have strong communication, writing, and editing skills; be proactive, innovative, and able to work under pressure. Prior experience in managing social media, using graphic design software or promoting projects will be an advantage.

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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 this post. Applicants should complete the [online application form](#) and upload a full CV on or before **7 March 2024**. 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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