

Project Assistant (Ref: 2400157)
Department of Special Education and Counselling

The appointee will be responsible for providing administrative support for “Provision of Services for the Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2021/22, 2022/23 and 2023/24 School Years”. Major duties include rendering secretariat support, liaising with internal and external parties, organizing face-to-face and/or online events/functions/visits. The appointee will also be responsible for the administration of remedial classes for the students with SEN which will be conducted after schools or on weekends. He/she will provide direct teaching service to the students with SEN and perform any other duties as assigned by supervising officers. The appointment will be for a period of around 8 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s degree, preferably with some post-qualification working experience. Applicants should also be meticulous; able to work independently or as a team member and work under pressure. He/she should have good interpersonal and communication skills. He/She should be proficient in both English and Chinese and computer applications. Experience in supporting e-learning platform and/or video production and editing is desired. Applicants with administrative working experience in local tertiary education institutions will be an advantage.

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 **4 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. 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>.

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