

Project Assistant (Ref: 2400223)
Centre for Child and Family Science

The appointee will provide support to the project entitled “English Learning Support Programme for Primary School Students with Dyslexia” and other Centre businesses. This project aims to develop and implement a tiered intervention model: supporting the learning of English as a second language for primary school students with reading and writing difficulties.

The appointee will be responsible for providing executive support and administrative services to the project team – liaising with schools and stakeholders; rendering secretarial and administration support to working groups and meetings; organizing project activities; assisting in the design of promotional materials and the production of project materials; maintaining project websites and finance; and supervising student helpers. He/she will also need to perform other duties as assigned. The appointment will be for a period of up to two years commencing July 2024, depending on the appointee’s qualifications and experience.

Applicants should have a Bachelor’s Degree, preferably with post-qualification working experience gained in tertiary institutions. He/she should also have high proficiency in both written and spoken English and Chinese and good interpersonal, organizational, and multimedia production skills. He/she should work independently and collaboratively as a good team player; be attentive to details, self-motivated, and able to work under pressure.

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 on or before **1 April 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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