

Assistant School Partnership and Field Experience Manager (Ref: 2400361) School Partnership and Field Experience Office

The appointee will coordinate school and community partnership in Hong Kong and beyond, including Greater Bay Area and other cities in China. He/she will be responsible for developing and coordinating projects on teacher education; formulating and implementing related marketing and networking plans; supporting the implementation and administration of the projects; engaging and coordinating with internal and external parties to ensure the smooth execution of the field-based students' activities in Hong Kong and other cities in China; ensuring quality assurance and enhancement for the projects, handling enquiries; preparing proposals and reports on the projects; and performing any other duties as assigned by supervisor. The appointment will be for a period of around 12 months.

Applicants should have a recognised degree, with several years of post-qualification working experience, preferably in tertiary institutions or public organizations. Applicants are expected to be competent in written and spoken English and Chinese (Cantonese and Putonghua); and literate in computer applications including MS Word, Excel and PowerPoint. They should demonstrate excellent interpersonal and communication skills; and good analysis and problem-solving skills. They should also be attentive to details and able to work under pressure. Applicants with knowledge and experience in project management will be an advantage. Working outside normal office hours/during weekends and travels outside Hong Kong including the Greater Bay Area and other cities in China are occasionally required.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits. The appointee will hold a substantive rank of Project Officer in the University.

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 **24 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.

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

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