

Project Assistant (Ref: 2400396)
Centre for Religious and Spirituality Education

The appointee will be responsible for providing administrative and project management support to the Centre for Religious and Spirituality Education (CRSE). He/she is expected to provide executive support and administrative services to programme and project teams – liaising with schools and stakeholders; rendering secretarial and administration support to working groups and meetings; organizing activities; providing classroom support services; assisting in the design of promotional materials and the production of programme/project materials; maintaining websites and finance; and supervising student helpers. He/she will also need to perform other duties as assigned. The initial appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement, funding and performance.

Applicants should have a Bachelor's Degree, preferably with 2-year post-qualification working experience gained in tertiary institutions or related to Cultural and Values Education. He/she should also have high proficiency in both written and spoken English and Chinese, as well as good interpersonal and organizational 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. 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 **1 May 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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