

Project Assistant (Ref: 2400559)
Department of Health and Physical Education

The appointee will assist the Principal Investigator in implementing a project in relation to promote physical fitness lifestyles for University students and provide health and exercise services for the community. He/she will be responsible for; (1) providing a wide range of secretarial and administrative support to the project; (2) coordinating internal and external parties; (3) collecting and analyzing data; (4) supervising students helpers; (5) guiding students to GBA to have experiential learning (6) any other duties as assigned by the Principal Investigator. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree in areas of sports science, education, or a related field, preferably with some experience in supporting the operation of a project. Applicants should also be attentive to details, self-motivated, and able to work under pressure. High proficiency in both written and spoken English and Chinese, and good interpersonal and organizational skills are advantages.

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. **Review of applications will start from 27 June 2024, and will continue until the post is filled.** 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/jobsoff/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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