



香港教育大學
The Education University
of Hong Kong

Project Assistant (Ref: 2400800)
Department of Curriculum and Instruction

The Department of Curriculum and Instruction is seeking a dedicated Project Assistant to help transform substantial qualitative and quantitative data into actionable insights and valuable educational resources. The role involves synthesizing and preparing materials from archived content, specifically focusing on identifying and proposing topics suitable for publication in academic journals. These topics may also be developed further into research papers or educational materials.

The successful candidate will be responsible for creating foundational documents for handbooks and teaching packages in the fields of social entrepreneurship and edupreneurship education. This work will support the implementation of our innovative education programmes. Additionally, the appointee will facilitate observational school visits on Saturdays to document the application of the educational programmes and gather feedback to enhance pre-service teacher training. The role also includes developing content strategies and actively reaching out to media and academic journal outlets to extend the impact and reach of our research across a broad educational audience, from the general public to specialists.

This twelve-month position requires a candidate with a Degree in Translation, Bilingual Communication, or a related field. The ideal applicant will have a deep understanding of the publishing sector's operations and be proficient in both English and Chinese, equipped with strong bilingual writing and editorial skills. The ability to manage multiple tasks efficiently under tight deadlines is essential. Knowledge about entrepreneurship, particularly social entrepreneurship and edupreneurship, will be advantageous.

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 August 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>.

EdUHK is an Equal Opportunities Employer.

