

Project Assistant (8 Posts) (Ref: 2400798) Department of Science and Environmental Studies

The appointee will participate in a large scale donation project on developing primary school teachers' capacity in inquiry-based science education.

He/she will assist the project team and the department in

- coordinating meetings and activities;
- preparing documents and taking minutes;
- supporting teachers to implement inquiry learning inside and outside the classroom;
- providing logistics to facilitate teachers' and students' inquiry learning in science;
- liaising with stakeholders internally and externally;
- as well as any duties related to the project.

The appointment will be for a period of 24 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, in Education, Science, or related disciplines. Applicants with related experience in primary/secondary education sectors in Hong Kong and experience in educational research are preferred, and related experience in assisting school-based support projects offered by tertiary institutions and teaching experience in primary/secondary schools will be an advantage. Applicants should have an excellent command of both written English and Chinese, and able to speak Putonghua and Cantonese. They should also be able to work independently, be good team players, have good interpersonal and communication skills, attentive to details, highly self-motivated, well-organized 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. **Review of applications will start from 15 August 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/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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