

Project Assistant (Ref: 2500763)
Office of the Associate Vice President (Quality Assurance)

[Appointment Period: 12 months]

The appointee will provide administrative support to the Associate Vice President (Quality Assurance) – AVP(QA). Major duties include rendering secretarial and logistical support, liaising with internal and external parties, assisting in project coordination, organizing face-to-face and/or online events/functions/visits, and carry out any other duties as assigned by his/her supervisor(s).

Applicants should have a Bachelor's degree, preferably with some post-qualification working experience. Applicants with administrative working experience in tertiary institutions will be advantageous. Applicants should have an excellent command of both written English and Chinese. 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.

For further enquiries about the post, please contact Professor Susanna Yeung at syeung@eduhk.hk.

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 **24 July 2025**. 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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