

Project Assistant (Ref: 2500736)
Department of Psychology

The appointee will be hired to assist the Project Leader in implementing the project and overseeing administrative matters. The project assistant will play a significant role in preparing the Mindfulness-Based Social-Emotional Learning (MBSEL) programme's curriculum and teaching materials. In addition, he/she will liaise with secondary schools for recruiting participants and scheduling programme implementation. Moreover, he/she will be responsible for the organization of professional development workshops and dissemination seminars as well as the production of project website. Furthermore, he/she will manage all financial matters and personnel issues related to the project. The initial appointment will be for a period of 12 months' with the possibility of renewal subject to mutual agreement.

The Applicants should have a Bachelor's degree in Psychology, Education, or related discipline and possess post-qualification working experience in coordinating research and development projects; interest in conducting research projects related to education/mental health; good communication, presentation, and interpersonal skills in both written and spoken English and Chinese (Cantonese); strong administrative and management skills; research knowledge and skills in using SPSS; enthusiasm, self-motivation, and the ability to work independently and under pressure; and strong commitment to creating social change through high quality projects.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **8 August 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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