



香港教育大學
The Education University
of Hong Kong

Project Assistant (carrying a functional title of Elite Athlete Development Assistant) (Two Posts) (Ref: 2501029)
Department of Health and Physical Education

The appointee will be responsible for providing a range of academic, career and administrative support for the local and non-local elite athletes admitted to study programmes; managing athletes' study arrangement and their all-round development; providing support and initiating proposals relating to academic programme management, projects, committee and working group support services, student matters, scholarship and events; and performing any other duties as assigned by supervisors. The appointee may need to occasionally travel outside Hong Kong. The appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification working experience. He/she should also have high proficiency in English, Chinese and Putonghua, excellent interpersonal and communication skills, literacy in computer applications and the ability to work independently or as a team member. Apart from being self-starter, they should be dynamic and self-motivated; able to work under pressure and meet tight timelines. Relevant working experience in the local tertiary education sector will be an advantage.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **16 October 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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