

Project Assistant (Ref: 2501316)
Department of Health and Physical Education

The appointee will assist the project Supervisor in implementing a project in relation to promote physical fitness lifestyles for University students and provide health and exercise services for the community.

The appointee will assist the project supervisor in implementing a project related to physical education. He/she will be responsible for; (1) providing a wide range of secretarial and administrative support to the project; (2) coordinating internal and external parties; (3) collecting and analyzing data; (4) supervising students helpers; (5) guiding students to GBA to have experiential learning (6) utilizing knowledge of information technology in sports (7) any other duties as assigned by the project supervisor. The appointment period can be up to 7 months, depending on the appointee's qualifications and experience.

Applicants should have a Bachelor's Degree in areas of Sports Science, Education, or a related field, preferably with some experience in supporting the operation of a project. Applicants should also be attentive to details, self-motivated, and able to work under pressure. High proficiency in both written and spoken English and Chinese, and good interpersonal and organizational skills are advantages.

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 **30 December 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.

Further information about the University is available at <http://www.eduhk.hk>.

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