

Project Assistant (Ref: 2600337)
Department of Cultural and Creative Arts

[Appointment Period: around 7 months]

We are seeking a highly motivated individual for the position of Project Assistant. The key responsibilities include providing comprehensive administrative support for art- and music-related activities. The successful candidate will assist with publicity efforts, including designing promotional materials, liaising with related parties and stakeholders, and handling routine administrative tasks related to the program, as well as performing additional responsibilities as assigned by the supervisor. The candidate will also assist in preparing evaluation and research reports to ensure that activities meet their objectives and achieve successful outcomes.

Applicants must possess a recognized degree and demonstrate proficiency in both written and spoken Chinese (Cantonese and Mandarin) and English. Strong interpersonal and communication skills are essential. Candidates should also have a high level of computer literacy, particularly advanced proficiency in MS Word and Excel.

The ability to thrive under pressure in a fast-paced environment is crucial. Applicants should be self-motivated, capable of working independently, and able to work effectively as part of a team. Experience in report writing or academic paper writing will be considered an advantage.

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 **27 May 2026**. 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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