

Assistant Project Coordinator (Two posts) (Ref: 2600555) School Aspire

[Appointment Period: 24 months]

The appointee will provide project coordination, frontline service, research, and administrative support for School Aspire. The project aims to support high-functioning Autism Spectrum Disorder (ASD) students and young adults in their transition from school to the workplace through the development and evaluation of evidence-based strategies, career development tools, and online resources for students and their parents. Key responsibilities include:

- coordinating project implementation and service delivery;
- liaising with students, parents, schools, teachers, employers, and community partners;
- providing frontline support through organizing and running job-related social skills training groups, career development activities, and parent groups;
- assisting in participant recruitment, assessment, and data collection;
- supporting the development, user testing, and maintenance of web-based career planning tools and online resource hub;
- preparing project materials, records, reports, and research outputs;
- organizing workshops, interviews, meetings, and dissemination activities; and assisting in evaluating project outcomes and disseminating findings; and
- providing administrative support.

The initial appointment will be for a period of 24 months, with the possibility of renewal subject to mutual agreement and satisfactory performance.

Applicants should have a Bachelor's degree or above in psychology, education, social work, social sciences, information technology, or a related discipline. Preference will be given to those with relevant experience in project coordination, research support, programme administration, or community-based intervention projects. Experience in working with ASD individuals, students with special educational needs, families, schools, or service organizations will be an advantage. Experience in participant recruitment, data collection and analysis, report writing, event coordination, and stakeholder liaison is highly desirable. Familiarity with online platforms, digital resource development, or technology-assisted intervention projects will be an advantage. Strong IT skills, including proficiency in the Microsoft Office suite, are essential. Applicants should possess strong organizational, communication, and interpersonal skills, high proficiency in both English and Chinese, and be able to work both independently and collaboratively.

For further enquiries about the posts, please contact School Aspire at aspire@eduhk.hk.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits. The appointee will hold a substantive rank of Research Assistant I in the University.

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 **31 July 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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