

Project Assistant (Ref: 2600589)

The appointee will be responsible for providing support in entrepreneurship development. Main duties include 1) Assisting in the execution of entrepreneurship schemes and related activities, including training workshops, mentorship programs, incubation and business support, ceremonies and networking opportunities, etc.; 2) Assisting in the development of partnerships with other institutes, organizations, and industrial partners to facilitate technology transfer; 3) Administrative support of entrepreneurship schemes; 4) Preparing relevant reports and marketing materials (including social media); and 5) Performing other duties as assigned by supervising officers/Director of Knowledge Transfer.

The appointee needs to occasionally work off-campus and be flexible in working hours. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement. Working outside Hong Kong may be occasionally required.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification working experience in a tertiary education setting. They should have a good command of both written and spoken English and Chinese (including Cantonese and Putonghua); be attentive to details; be self-motivated; be able to work under pressure; and have strong communication skills. Applicants with experience in event organization and/or entrepreneurship schemes are preferred. Proficiency in Canva, Adobe Creative Cloud applications, social media content creation, and video editing would be an advantage. Immediate availability is preferred.

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](#) and upload a full CV **on or before 28 August 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.

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

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