

Project Assistant (Ref: 2600872)

Department of Science and Environmental Studies

The appointee will be responsible for coordinating publicity and promotional activities for the Department's research activities, undergraduate and postgraduate programmes. Major duties include: (1) preparing a variety of promotional materials to support publicity and brand-building initiatives, attending exhibitions and events to promote the Department's programmes, and preparing publicity proposals and reports; (2) conducting market research, including surveys, interviews, and data analysis; (3) networking and liaising with educational partners, institutions/organizations, and alumni; and (4) providing administrative support to the Department. The appointee will perform any other duties as assigned by supervisors. Frequent travel will be required. The appointment will be for one year, with the possibility of renewal subject to mutual agreement.

Applicants should possess a Bachelor's degree, preferably with several years of relevant post-qualification working experience in the education sector as well as in publicity and marketing. Proficiency in written and spoken English and Chinese (Cantonese and Putonghua) is required. Applicants should have excellent interpersonal, communication, and organizational skills; be meticulous, flexible, and able to work independently and as part of a team; and demonstrate a positive work attitude and the ability to work effectively under pressure. Experience in tertiary education, e-learning platforms, and/or video production and editing will be 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 **20 October 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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