Project Assistant (Ref: ProjA/FEHD/0820)  
Faculty of Education and Human Development

The appointee will be responsible for providing support to academic and teaching staff in the Faculty related to e-learning in higher education; duties include implementing strategies for promoting e-Portfolios, providing training and support for academic and teaching staff at different departments; liaising with different departments collecting and analysing data, compiling reports and drafting manuscripts, and performing other duties as assigned by the supervisor. The appointment will be for a period of 24 months.

Applicants should have a Bachelor’s Degree in Education, Educational technology, Education policy, Educational development, Teacher education or related field, preferably with some relevant working experience. They should be familiar with both the quantitative and qualitative research methods. Applicants must be proficient in both English and Chinese. Applicants should be attentive to details; have good interpersonal, organization and ICT skills; and the ability to work under pressure. 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 contract-end gratuity, leave, medical and dental benefits.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro1@eduhk.hk or by post to the above address on or before 28 August 2020. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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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