

Project Assistant (Ref: ProjA/LCS/0920)
Department of Literature and Cultural Studies

Since January 2020, The Education University of Hong Kong has been running the ‘Animated Chinese History for Curious Minds (Phase II)’ project. This project is designed in response to the educational needs in the areas of Chinese culture and history, aiming at producing a series of animations about the lives of 10 Chinese historical figures, and motivating students to learn Chinese history, culture, and moral virtues.

The Department will hire a Project Assistant in support of the Project. The appointee will be required to undertake a wide range of administrative duties, write reports (Chinese & English), collecting relevant information and materials, liaising with external and internal parties, carrying out multiple tasks (data entry, logistics, receiving visitors), as well as executing tasks that are related to the promotion of Chinese history and culture. The appointee is expected to assume duties in October 2020, and the appointment period will be around 11 months (until August 2021).

Applicants should have a Bachelor’s Degree in Language Studies, Humanities, Translation, Education or any other cognate disciplines. Applicants with at least one year of post-qualification administrative working experience are preferred. They should be able to speak native Cantonese and fluent Putonghua, have a good command of English and basic computer literacy (MS Word, Excel, PowerPoint).

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **2 October 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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