

Assistant Project Manager (Sports Development) (Ref: 2401035) Student Affairs Office

The appointee's key roles and accountabilities include:

- Identifying and engaging key stakeholders, including institutional partners, industry leaders and athletes to ensure their support and involvement in the University's development
- Initiating and implementing publicity campaigns to promote the University, the sport services and activities organized by the Student Affairs Office (SAO) and other units, and the values of sports, including preparing and disseminating stories on EdUHK athletes
- Teaching sports and sports-related courses to students through core courses, elective courses or other extra-curricular activities
- Promoting sports and sportsmanship in local primary and secondary schools, and potentially schools in the Greater Bay Area
- Recruiting and coaching of athlete students
- Promoting Ug and Pg programmes (organizing and participating in promotional activities organized by the University)
- Preparing donation proposals, soliciting external funding
- Assisting in research activities and analysis of policy papers in the sports field and related disciplines
- Other duties assigned by the supervisor(s) and the senior management

Applicants should have a Bachelor's Degree related to Health and Physical Education, Sport Management and Coaching, Sports Science and/or related areas, with several years of full-time working experience which includes experience in athletes and sports competitions, coaching, sport-for-all and sport-for-community. They should have the ability to communicate in both written and spoken English and Chinese (including Putonghua). They should also have excellent organization, communication and interpersonal skills. They should be a good team player, attentive to detail, self-motivated, and able to work under pressure and after normal office hours.

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Assistant Project Manager (Sports Development) which holds the substantive rank of Executive Officer I in the University. Candidates with less working experience could be considered for the substantive rank of Executive Officer II.

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 **1 October 2024**. 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/jobsoff/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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