

Project Assistant (Ref: 2500094)

Department of Science and Environmental Studies

The appointee will be responsible for providing administrative support for “Educating Secondary Schools to Improve School Indoor Air Quality” from 2025 to the end of 2026. Major duties include rendering administrative support, liaising with internal and external parties, and organizing face-to-face and/or online events/functions/visits. Depending on the programme needs, the appointee needs to work frequently in various secondary schools and/or other venues scattered in Hong Kong to provide direct support to the class operation and administration, which may also be occasionally offered after normal office hours (e.g. evenings or weekends). The appointee will also provide support to the general administration of the programme and perform any other duties as assigned by supervising officers. The appointees are expected to commence employment as soon as possible.

Applicants should have a Bachelor’s degree, preferably with some post-qualification working experience and interest in event management. They should be meticulous and be able to work independently or as a team member with flexibility. They should have good interpersonal and communication skills with a good work attitude even under pressure. They should be proficient in written and spoken English, Chinese, and general computer applications. Applicants with event management and/or administrative working experience in tertiary institutions will be an advantage. Experience in supporting e-learning platforms and/or video production/editing is also desired.

For information on the Department, please visit this website: <http://www.eduhk.hk/ses>.

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. **Review of applications will start from 11 March 2025, and will continue until the post is filled.** 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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