

# THE HONG KONG POLYTECHNIC UNIVERSITY

## JOCKEY CLUB DESIGN INSTITUTE FOR SOCIAL INNOVATION

### Post Specification

**Project Associate / Project Assistant - Social Stream (Full-time / Half-time / Part-time) (several posts) (Ref. 18060707)**

**[Appointment period: each for three to six months initially, with possibility of further appointment]**

### Duties

The appointees will assist the project leader in the research project - "Operation SoInno". They will be required to:

- (a) provide research and project management support to the Jockey Club Design Institute for Social Innovation (JCDISI);
- (b) research on the subjects of design and social innovation;
- (c) engage social groups and beneficiaries, such as youth, family, student, teacher, senior citizen, and specific underprivileged groups;
- (d) liaise with scholars, designers, researchers within the University as well as external partners such as government bodies, corporations, media, charities, social enterprises and non-governmental organizations;
- (e) assist in the organization and evaluation of symposiums, workshops, seminars, focus groups and action projects;
- (f) prepare, present and publish project materials through JCDISI website, digital archive, social media platform, exhibition and publication; and
- (g) perform any other duties as assigned by the Director of JCDISI or his delegates.

The appointees may be required to work occasionally outside normal office hours, including Saturdays and Sundays.

### Qualifications

Applicants for the **Project Associate** posts should have a master's degree in Design, Humanities, Social Sciences or relevant disciplines or a good honours degree in one of the said disciplines with at least three years of research/relevant work experience.

Applicants for the **Project Assistant** posts should have an honours degree or an equivalent qualification in Design, Humanities, Social Sciences or relevant disciplines.

Applicants should also:

- (a) be interested in the social dimension of design and creative culture;
- (b) preferably have solid research skills;
- (c) have experience in project management, community engagement and event management;
- (d) have a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage; and
- (e) be dynamic, adaptable and responsible.

Applicants are invited to contact Ms Alice Law at tel no. 3400 3435 or email [disi.recruit@polyu.edu.hk](mailto:disi.recruit@polyu.edu.hk) for further information.

### **Remuneration**

For full-time and half-time appointments, a highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

For part-time appointments, the remuneration rates are HK\$162 per hour for the posts of Project Associate and HK\$113 per hour for the posts of Project Assistant.

7 June 2018