

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF NURSING

Post Specification

Project Technical Assistant (Full-time/Half-time/Part-time) (two posts) (Ref. 18061202)
[Appointment period: each for six months initially, with possibility of further appointment]

Duties

The appointees will assist the project leader in the project - “Enriching senior year places students’ learning experience through curricular and co-curricular activities in Hong Kong’s universities”. They will be required to:

- (a) provide technical and logistics support to the project;
- (b) provide technical support to the development of online platforms and interactive multimedia courseware;
- (c) provide technical and logistics support in organizing curricular and co-curricular activities;
- (d) assist in conducting literature review, surveys and focus group interviews according to guidelines;
- (e) input and manage the project’s quantitative and qualitative data;
- (f) assist in preparing progress and final reports of the project; and
- (g) perform any other duties as signed by the project leader or her delegates.

Qualifications

Applicants should have:

- (a) a higher diploma or an associate degree or a diploma or an equivalent qualification in the appropriate discipline with at least three years’ relevant post-qualification experience;
- (b) a good understanding of project execution in an environment like an educational institution;
- (c) knowledge of Microsoft Office software such as Excel, Word, etc.;
- (d) a strong sense of self-motivation, and be responsible and able to work independently;
- (e) good interpersonal and communications skills; and
- (f) a good command of both written and spoken English and Chinese.

Applicants are invited to contact Dr Kin Cheung at tel no. 2766 6773, fax no. 2364 9663 or email kin.cheung@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 rate is HK\$100 per hour.

12 June 2018