

# THE HONG KONG POLYTECHNIC UNIVERSITY

## DEPARTMENT OF APPLIED SOCIAL SCIENCES

### Post Specification

**Project Associate / Project Assistant (Full-time / Part-time) (several posts) (Ref. 19032806)**  
**[Appointment period: each for six to twelve months]**

### Duties

The appointees will assist the project leader in the research project – “Jockey Club PolyU Human Libraries Hub”. They will be required to:

- (a) provide administrative support to the project including reporting and accounting;
- (b) design and implement programme activities;
- (c) support intervention activities; and
- (d) perform any other duties as assigned by the Head of Department or his delegates.

### Qualifications

Applicants should:

- (a) have a master’s degree in Social Sciences or related disciplines or a good honours degree in the said disciplines with at least three years of research/relevant work experience for the posts of **Project Associate**; or an honours degree in the said disciplines or an equivalent qualification with some basic research training experience for the posts of **Project Assistant**;
- (b) have a good command of both written and spoken English and Chinese;
- (c) have good interpersonal and organizational skills; and
- (d) experience in using social media tools.

Applicants are invited to contact Dr Chitat Chan at tel no. 3400 3682 or email [chitat.chan@polyu.edu.hk](mailto:chitat.chan@polyu.edu.hk) for further information.

### Remuneration

For full-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 for the posts of Project Associate and Project Assistant are HK\$167 per hour and HK\$117 per hour respectively.

28 March 2019