

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF DESIGN

Post Specification

Project Associate (two posts) (Ref. 19062601)
[Appointment period: each for twelve months]

Duties

The appointees will assist the project leader in the project – “Master’s programme unity project”. They will be required to:

- (a) provide support to the administration, marketing, promotion and development for the master’s degree programme;
- (b) liaise with students to ensure that their needs and concerns are acknowledged and addressed;
- (c) organize activities and events such as talks for students, alumni and the local industry;
- (d) develop relationships with the local industry for creating internship opportunities and placement;
- (e) manage the information in social media such as Facebook and Twitter for the project; and
- (f) develop collaborative research opportunities.

Qualifications

Applicants should have:

- (a) a master’s degree in a related field or a good honours degree in a related field with three or more years of relevant work experience in an academic setting; and
- (b) strong writing and communication skills.

Applicants are invited to contact Dr Gino Yu at tel no. 2766 5070, fax no. 2550 4741 or email mcgino@polyu.edu.hk for further information.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

26 June 2019