

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF MANAGEMENT AND MARKETING

Post Specification

Project Assistant (Ref. 19062813)

[Appointment period: six months initially, with possibility of further appointment]

Duties

The appointee will assist the project leader in the project - “Transforming internship for transformative learning and reciprocal knowledge transfer between university and workplace” to oversee, manage, design, develop, implement and evaluate an important change initiative project across six tertiary institutions in Hong Kong. Please refer to this link for more details about the project http://www.mypolyuweb.hk/~msrobert/Brief_and_background.pdf.

The appointee will assist in establishing evidenced-based impact and sustainability of the project to help better bridge the knowing-doing gap between university education and student internships by using an innovative pedagogy called “[Staying F.O.C.U.S.E.D.](#)”

He/She will also be required to:

- (a) document and benchmark base-line data of student internship practices across the tertiary sector in Hong Kong with leading practices internationally;
- (b) assist in developing, implementing and evaluating training/communication/learning materials centring around the “Staying F.O.C.U.S.E.D.” framework for use in student internships and for classroom learning;
- (c) assist in developing, implementing and evaluating on-line platform(s), with the help of leading IT vendor(s) to capture evidence-based students’ application of university learning and reflections of real-world learning during the internships and bring them back to the classroom;
- (d) support the provision of training to trainers to the other five tertiary institutions in Hong Kong; and
- (e) help organize, manage, promote, implement and evaluate a conference showcasing successful stories and lessons learned near the end of the project.

Qualifications

Applicants should:

- (a) have an honours degree or an equivalent qualification;
- (b) have a good command of written and spoken English;
- (c) have strong sense of responsibility and commitment to work; and
- (d) be positive and have strong motivation to learn and work independently.

Preference will be given to those qualified candidates who are immediately available. Applicants are invited to contact Dr Robert Wright at tel no. 2766 7378, fax no. 2765 0611 or email robert.wright@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.

28 June 2019