

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **DEPARTMENT OF APPLIED SOCIAL SCIENCES**

### **Post Specification**

**Project Assistant / Project Administrative Assistant** (Ref. 19071203)

**[Appointment period: twelve months]**

### **Duties**

The appointee will assist the project leader in the project – “Departmental research support unit”. He/She will be required to:

- (a) provide administrative support to the departmental research support unit;
- (b) handle research personnel recruitments and proofread the recruitment documents to ensure that the laid down regulations and policies are observed and complied with;
- (c) arrange and provide support to research seminars;
- (d) provide logistics support to research grant applications and related work;
- (e) handle enquiries from staff, research students and relevant stakeholders; and
- (f) perform any other duties as assigned by the Head of Department or his delegates.

### **Qualifications**

Applicants for the **Project Assistant** post should have an honours degree or an equivalent qualification.

Applicants for the **Project Administrative Assistant** post should have five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics; or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / “Attained” in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language, Chinese Language and Mathematics.

Applicants should also:

- (a) have at least two years of post-qualification administrative working experience;
- (b) have a good command of both written and spoken English and Chinese, including Putonghua;
- (c) have good computer literacy including MS Word, Excel, PowerPoint and Chinese word processing;
- (d) have good task management skills;
- (e) have the flexibility and willingness to work as a team; and

(f) be attentive to details.

Applicants are invited to contact Ms Fanny Cheng at tel no. 2766 4322 or email [fanny.cheng@polyu.edu.hk](mailto:fanny.cheng@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.

12 July 2019