

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF ELECTRONIC AND INFORMATION ENGINEERING

Post Specification

Part-time Project Assistant [Appointment period: twelve months]

Duties

The appointee will assist the project leader in the teaching and learning project - “Engaging students through technology-enhanced interactive activities outside classroom”. The appointees will be responsible for:

- (a) assisting in the preparation and development of resources/activities for supporting the teaching innovation;
- (b) evaluating, collecting and analysing data and preparing reports on the quality and impact of the project;
- (c) coordinating and providing administrative and secretarial support to project team members;
- (d) coordinating and supporting effectively the promotion of activities, deliverables and events related to the project; and
- (e) working collaboratively with other members of the project team.

Qualifications

Applicants should:

- (i) have an honours degree or an equivalent qualification;
- (ii) have good communication and interpersonal skills;
- (iii) be initiative, creative, attentive to details and able to work independently; and
- (iv) have a good command of both spoken and written English and Chinese.

Applicants are invited to contact Dr Pauli Lai at tel no. 2766 6217 or email enpauli@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.

4 June 2019