

Employment Opportunities

FACULTY OF SOCIAL SCIENCES

Department of History

Hong Kong Baptist University has been awarded funding under Job Creation Scheme 2.0 under Anti-epidemic Fund 2.0 of the Government to create employment opportunities.

Alumni Relations Assistant (PR0378/21-22)

The Department has established its official Alumni Association in November 2021 with an aim to brand the department by reconnecting alumni from different classes and industries, building a strong family bond to further support history majors and alumni who would like to seek advice or professional support upon graduation, finally bringing positive impact to history graduates on their studies or career development.

Duties:

- Provide support to the newly established History Department Alumni Association (HAA);
- Serve as a contact point among the HAA Committee, the History Department, and all alumni and build up further connections with alumni and solicit their support;
- Perform necessary administrative functions such as meeting preparation, correspondence handling, record keeping, writing reports and event planning;
- Plan and coordinate all logistical arrangements for the association;
- Enhance and update the new HAA website and provide editorial and design service on promotional leaflets or materials;
- Develop strategies to maximise alumni engagement;
- Manage existing alumni platforms as well as work on related projects; and
- Support any ad hoc assignments.

Requirements:

- A bachelor's degree, with priority given to History majors while History minors or graduates in other disciplines may also be considered;
- Good interpersonal skills in dealing with people and maintaining friendly relationships with supporters and alumni from different classes; and
- Strong self-initiative in collaborating with alumni from different generations.

Reference salary range: HK\$15,000 - HK\$20,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

Application Procedure:

Applicants are invited to submit their applications at the HKBU e-Recruitment System (jobs.hkbu.edu.hk). Applicants not invited for interview 8 weeks after the closing date may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <http://hro.hkbu.edu.hk/pics>.

The University reserves the right not to make an appointment for the post advertised, and the appointment will be made according to the terms and conditions applicable at the time of offer.

Review of applications is ongoing until the position is filled.

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Archives and Special Collections Assistant (PR0379/21-22)

To strengthen and provide research and administrative support in archives collection for the preservation of massive data and the accumulation of unique records that cannot be replaced in the Department of History.

Duties:

- Assist in archives and publication materials management;
- Arrange and organise the archives collection;
- Contribute to the long-term preservation of the departmental archive and collections by handling items appropriately and reorganising items systematically;
- Manage electronic and/or paper-based information related to the department;
- Support the development and procedures for the arrangement and description, preservation and storage, and access to the departmental archives; and
- Support ad hoc duties as assigned.

Requirements:

- A bachelor's degree, with priority given to History majors while History minors or graduates in other disciplines may also be considered;
- Excellent skills in Microsoft Word Office, Excel, PowerPoint, Outlook, etc.;
- Knowledge of digital technology would be an advantage;
- Detail-oriented with strong organisational skills;
- Strong writing and editing skills; and
- Effective time management skills.

Reference salary range: HK\$15,000 - HK\$20,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

Application Procedure:

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Assistant Officer (Archives and Gallery Management) (PR0380/21-22)

Duties:

- Lead the expansion and updating of the University's History Gallery, plan and manage all aspects of exhibitions including budget and schedule;
- Conduct research on collections in relation to the stories of the University community; and
- Manage several large collections of historical documents and materials archived in the Department of History and the Library.

Requirements:

- A bachelor's degree in Museum Studies and/or archive management;
- Experience in curating contents for exhibitions; and
- Knowledge of website construction.

Reference salary range: HK\$25,000 - HK\$30,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

Application Procedure:

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Curatorial Officer (PR0381/21-22)

The HKBU History Gallery was established in 2016 to showcase the historical milestones and heritage of the University. Currently a review and an updating of the Gallery is underway to offer enriched contents and a new look.

Duties:

- Assist in collections management and development and the documentation of artefacts;
- Conduct research on collections in relation to the stories of the University community; and
- Explore themes and curate contents for exhibitions, and prepare write-ups, panel texts and object labels.

Requirements:

- A bachelor's degree in Museum Studies and/or archive management;
- Experience in curating contents for exhibitions; and
- Knowledge of website construction.

Reference salary range: HK\$25,000 - HK\$30,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

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Digital Technology Assistant (PR0382/21-22)

Duties:

- Design sustainable webpages for instant communication with the department and the community, and to demonstrate the professionalism and branding of the department;
- Support video editing and production, including but not limited to corporate promotional videos of the Department and the Library;
- Perform data indexing with and without controlled vocabularies;
- Work on OCR implementation and proofreading;
- Support image scanning and editing;
- Support virtual event/online activities and process real-time video streams (e.g. Facebook, YouTube, Zoom webinar, Google Meet, etc.);
- Facilitate students' learning and future mixed-mode teaching under the global COVID-19 pandemic; and
- Support ad hoc duties as assigned.

Requirements:

- A bachelor's degree;
- Detail-oriented and meticulous;
- Familiarity with Excel and Chinese input;
- Computer skills including design and digital editing skills are required; and
- The ability to communicate with different parties and deliver expected outcomes.

Reference salary range: HK\$20,000 - HK\$25,000 per month.

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General Education Programme Assistant (PR0383/21-22)

To provide administrative support for the department's (i) development of General Education (GE) courses, which will be offered to serve the whole HKBU student community; (ii) teaching and learning arrangement; and (iii) GE courses renewal exercise.

Duties:

- Assist in the development of course materials to support mixed-mode teaching and to prepare teaching materials for the GE courses offered by the department;
- Assist in the GE courses renewal exercise;
- Provide administrative support and logistic coordination to various GE events and outreach activities organised by the department;
- Produce and edit the teaching video/audio, and provide technical and logistic support for e-teaching and learning;
- Assist in the design and formulation of learning and development strategies for GE courses;
- Collect learning resources and work with course instructors to update course content; and
- Support ad hoc duties as assigned.

Requirements:

- A bachelor's degree, with priority given to History majors while History minors or graduates in other disciplines may also be considered;
- Be collegial and cooperative with colleagues;
- Good communication skills; and
- The ability to solve problems, manage time effectively and pay attention to details.

Reference salary range: HK\$15,000 - HK\$20,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

Application Procedure:

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Public Relations and Communication Assistant (PR0384/21-22)

To promote and enhance the brand of the department and provide extra PR support as the Department of History is approaching its 44th anniversary.

Duties:

- Support PR-related work for the department;
- Assist in departmental events and activities including logistic coordination and organisation of both on-site and online events;
- Provide creative writing and translation of leaflets and press materials (e.g. reports, letters, fact sheets, web site content, MC scripts, speech, promotional collaterals, etc);
- Support fund-raising projects and campaigns, and maintain close relationships with donors and supporters;
- Serve as a junior editor for the Departmental Newsletter; and
- Support any ad hoc assignments.

Requirements:

- A bachelor's degree, with priority given to History majors while History minors or graduates in other disciplines may also be considered;
- Strong initiative to deal with people and maintain friendly relationships with supporters and alumni from different classes;
- An understanding of and passion for higher education;
- Attention to detail and ability to meet deadlines; and
- Be responsible, caring and a good team player.

Reference salary range: HK\$15,000 - HK\$20,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

Application Procedure:

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Research and Development Assistant (PR0385/21-22)

The encouraging results of the department in the latest RAE2020 announced by the University Grants Committee proved the importance of strategic planning. In order to demonstrate its research strength across the Output, Impact, and Environment aspects, early preparation for the next RAE in 2026 is crucial and the department will continue to strive for greater achievements in research and greater impact in the society in the years ahead.

Duties:

- Assist in calculating research impact of the faculty members' works;
- Research and gather reference materials for the next RAE, the impact case study and the environment statement;
- Perform research work and data analysis using a multi-disciplinary approach to map out various dimensions and research focus of the department;
- Assist in promoting the research results/outputs of faculty members' work to a wider audience, locally and internationally;
- Perform research works in support of the Modern History Research Centre (MHRC) and future research clusters; and
- Support ad hoc duties as assigned.

Requirements:

- A bachelor's degree, with priority given to History majors while History minors or graduates in other disciplines may also be considered;
- Excellent proficiency with Microsoft Word Office, Excel, PowerPoint, Outlook, etc.;
- Knowledge of website construction would be an advantage;
- Interest in various research areas including statistics, history, etc., and benchmarking; and
- Good writing, promoting and editing skills.

Reference salary range: HK\$15,000 - HK\$20,000 per month.

Appointment will be offered on a fixed-term contract of one year.

Salary will be commensurate with qualifications and experience.

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