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Employment Opportunities

FACULTY OF SOCIAL SCIENCES**DEPARTMENT OF HISTORY**

Hong Kong Baptist University has been awarded funding under Job Creation Scheme 3.0 supported by the Government to create employment opportunities.

The Department of History now invites applications for the following position:

Project Assistant (PR0589/22-23)

The Hong Kong Baptist University History Alumni Association was established 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.

Responsibilities:

- Provide support to the 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, record keeping, reports, event planning and correspondence. Plan, coordinate and schedule all logistical details and make necessary arrangements for the association;
- Enhance and update the 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;
- Communicate with the HKBU alumni community and solicit possible support for the History Gallery; and
- Support any ad hoc assignments.

Requirements:

- Priority will be given to history majors from various programmes. History minors or other students may also be considered;
- Strong desire and natural ability to deal with people and maintain friendly relationships with supporters and alumni from different classes; and
- Good interpersonal skills to collaborate with alumni from different generations.

The 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 (<https://jobs.hkbu.edu.hk>). Those who are not invited for interview 8 weeks after submission of application may consider their applications unsuccessful. Details of the University's Personal Information Collection Statement can be found at <https://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 on-going and will continue until the position is filled.

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The Department of History now invites applications for the following position:

Project Assistant (PR0590/22-23)

To handle public relations (PR)-related needs to promote and brand the Department as the History Department is approaching its 44 years of establishment. It is foreseeable that more projects and tasks will be carried out, requiring more PR support such as editorial assistance, press materials preparation and event support.

Responsibilities:

- Support PR-related work for the Department;
- Assist in departmental events and activities;
- Responsible for logistic coordination and organisation of assigned on-site and online events;
- Provide creative writing and translation on leaflets and press materials (e.g. report, letter, fact sheet, web site content, MC script, 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;
- Assist in archives, publication materials and gallery management; and
- Support any ad hoc assignments.

Requirements:

- Strong desire and natural ability to deal with people and maintain friendly relationships with supporters and alumni from different classes;
- Understanding of and passion for higher education;
- Attention to details, able to meet deadlines; and
- Responsible, caring and a good team player.

The 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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The Department of History now invites applications for the following position:

Project Assistant (PR0591/22-23)

To provide administrative support on the department's development of General Education (GE) courses, which will be offered by the Department that serves the whole HKBU student community, teaching and learning arrangement, and the GE renewal exercise.

Responsibilities:

- 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 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;
- Design and formulate GE courses learning and development strategies;
- Collect learning resources and work with course instructors to conduct course content;
- Support the development and procedures for the arrangement and description, preservation and storage, and accessing of the departmental archives in teaching and learning; and
- Support ad hoc duties as assigned.

Requirements:

- Collegial and cooperative relationships with colleagues;
- Good communication skills;
- Ability to solve problems;
- Ability to manage time effectively; and
- Ability to pay attention to detail.

The 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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The Department of History now invites applications for the following position:

Research Assistant (PR0592/22-23)

The encouraging results of the Department in the latest Research Assessment Exercise (RAE) 2020 announced by the University Grants Committee proved the importance of strategic planning. In order to demonstrate our 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 our research and greater impact in the society in the years ahead.

Responsibilities:

- Assist in calculating research impact of the Faculty members' works;
- Research and gather reference materials for the coming 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 with writing which aimed at promoting the research results/outputs of Faculty members' work to a wide audience, locally and internationally;
- Support the development and procedures for the arrangement and description, preservation and storage, and accessing of the departmental archives in research;
- Perform research works in support of the Modern History Research Centre (MHRC) and future research clusters; and
- Support ad hoc duties as assigned.

Requirements:

- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook, etc.;
- Knowledge of website construction would be an advantage;
- Interested in various research areas including statistics, history, etc. / benchmarking; and
- Good writing, promoting and editing skills.

The 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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The Department of History now invites applications for the following position:

Senior Project Assistant (PR0593/22-23)

To design sustainable webpages for instant communication with the Department and the community, and to demonstrate the professionalism and branding of the Department. The Department aimed at providing better learning experience for students by developing digital humanities project, online learning platform, databases and other materials to facilitate students' learning.

Responsibilities:

- 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, include but not limited to corporate promotional videos of the History Department and the Library ;
- Design, build and maintain the database of the Department Newsletter;
- 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.);
- Support digital humanities projects of the Department and its development;
- Explore the creation of online galleries; and
- Support ad hoc duties as assigned.

Requirements:

- Strong technical skills as evidenced by qualifications in computer science or equivalent work experience;
- Detail-orientated and meticulous;
- Familiar with Adobe design software, including but not limited to Adobe InDesign, Photoshop, Illustrator, Adobe Premiere, Microsoft Office, and other software;
- Computer and IT skills including design, webpage development, digital editing skills are required;
- Self-motivated and innovative with good analytical, problem-solving, communication and interpersonal skills;
- Willing to learn and keep in pace with the latest and emerging technologies; and
- Able to communicate with different parties and deliver expected outcomes.

The 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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