

Full-time Program Assistant

call for applications

Summary of the position

The Department of Fine Arts at the University of Hong Kong is hiring a full-time Program Assistant. This position combines two roles – administrative assistant for the new Master of Arts in Art History program (MAAH) and research assistant in the Department's Resource Center (FARC). The contract is for 12 months, with an expected salary of \$19,000 per month.

Outline of main duties

MAAH:

- to provide administrative support to the MAAH Director, including the coordinating of course enrollment, dissertation assessment, and grade reporting
- to help the Director manage MAAH finances and spending
- to facilitate the MAAH application and admission process
- to help organize extracurricular events and field trips in the MAAH program
- to provide administrative support for the MAAH's two core courses

FARC:

- to assist FARC staff in maintaining online databases (Fine Arts Interactive Visual Archive, Hong Kong Art Archive, and Chinese Painting Inscriptions database)
- to support the day-to-day operations of the Centre, including book cataloguing, shelving, and circulation
- to prepare teaching materials as requested by teachers, including image scanning and creating pdf files for readings
- to update the department's social media pages

Required qualifications

Candidates should hold a bachelor's degree and be competent in Microsoft office. Strong English language skills are essential, along with knowledge of written Chinese; Cantonese speaking ability is a plus.

To apply

Send C.V., a copy of your undergraduate transcript, contact information for two academic or professional references, and a brief cover letter outlining your interest in the position to the Dept. of Fine Arts (finearts@hku.hk). Application review begins August 1, 2019, with interviews possible the week of August 5. Start date August 19, 2019.

For more information

<https://finearts.hku.hk/finearts/maah/overview>

<https://finearts.hku.hk/finearts/resources/b1029-resource-centre/>

Inquiries

MAAH: Prof. Greg Thomas, gmthomas@hku.hk

FARC: Ms. Grace Wong, gslwong@hku.hk