



香港教育大學
The Education University
of Hong Kong

Project Officer (Ref: 2301218) **Faculty of Humanities**

The appointee will provide a wide range of administrative support to the Project Supervisor for implementing projects in relation to pedagogical models and assessments under the evolution of Artificial Intelligence (AI) and digitalization of annual programme review process. The job duties include but are not limited to assisting in research and data collection; analyzing data and summarizing results; coordinating internal and external parties; setting up and maintaining the project website; preparing reports and meeting documents; organizing seminars, talks, sharing sessions, focus group interviews and any other related activities; monitoring the spending and expenditure; supervising student helpers; and undertaking any other duties as assigned by the Project Supervisor. The successful applicant will be appointed for a period of about two years till the end of December 2025.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience in a tertiary education setting. They should be highly flexible and proficient in both English and Chinese (including Cantonese and Putonghua), attentive to details, highly self-motivated, and have strong communication and organization skills. They should be adept at a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team. A high level of computer literacy is essential. Knowledge in IT and humanities-related areas will be an advantage.

Salary will be commensurate with qualifications and experience.

The initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 13 November 2023, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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