

Project Officer/ Project Assistant (Ref: 2501007)
Research and Development Office (Knowledge Transfer Sub-Office)

The appointee will be responsible for providing support in entrepreneurship development. Main duties include (a) assisting in managing entrepreneurship schemes and related activities at EdUHK include teams recruiting, vetting, incubating and reporting; (b) consulting EdUHK startup teams comprised of academic staff, alumni and/or students; (c) assisting in managing an Entrepreneurship and Research Centre, coordinating training and marketing activities to promote innovations and entrepreneurship for EdUHK; (d) supporting partnership development with other institutes, organizations and industrial partners regarding innovation and entrepreneurship activities of EdUHK; (e) assisting with the management and administration of EdUHK centers beyond the Tai Po campus; (f) providing secretarial and administrative support to the KT Sub-office; and (g) performing other duties as assigned by the supervisor/ Director of Knowledge Transfer.

The appointee needs to occasionally work off-campus at times and be flexible in working hours. Occasional business travel is required. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably in Business, Technology, Marketing, Public Relations, Communications, Social Science, or related disciplines, with several years of post-qualification working experience in related fields such as entrepreneurship development, event & project management, and knowledge transfer. They should have a good command of both written and spoken English and Chinese (including Cantonese and Putonghua); be communicative, attentive to details, and self-motivated. Applicants with experience in entrepreneurship development support are preferred. Applicants with less relevant working experience will be considered for the post of Project Assistant.

Salary will be commensurate with qualifications and experience.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **17 October 2025**. 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>.

EdUHK is an Equal Opportunities Employer.