

Project Officer (Ref: 2501155)
Faculty of Humanities

The appointee will be responsible for providing comprehensive project management and coordination support for programme administration. Duties include serving as the Faculty coordinator to provide a wide range of support for the taught postgraduate management team for the full student admission cycle, e.g. conducting application profiles screening and supporting documents verification, processing visa application, and arranging programme registration; coordinating programme promotion and student recruitment activities; managing logistics for student experiential learning activities, and educational events; serving as Secretary to various boards and committees, and carry out general administrative duties as required.

Applicants should have a recognised Bachelor's Degree, with at least 3 years of full-time relevant post-qualification working experience preferably in programme admission and programme administration in tertiary institutions. Experience in the field of marketing/media/communication, programme promotion and project management will be an added advantage. They should have excellent communication and interpersonal skills with proven ability to engage diverse community stakeholders; be highly proficient in both written and spoken Chinese (including Putonghua) and English; possess strong organizational and coordination abilities with experience managing multiple projects simultaneously; be attentive to details and able to work under pressure while maintaining quality standards. The candidate should be well-organised, and able to work both independently and as an effective team player in an interdisciplinary academic environment.

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](#) and upload a full CV on or before **1 December 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>.

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