

Project Officer (Ref: 2600197)
Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation (AEDI) is seeking an elite and professional administrator with some experience in local higher institutions.

The appointee will be mainly responsible for the following duties:

- Supporting student admissions by processing applications, verifying documents, arranging interviews and communicating with applicants regarding admission decisions;
- Organizing recruitment and outreach activities including information sessions, campus tours and promotional events for prospective students;
- Assisting in programme marketing, producing promotional materials by updating programme brochure and webpage content and managing social media accounts;
- Planning cohort-specific social events, networking sessions and graduation activities to foster a peer community with strong engagement;
- Coordinating the logistical arrangements for field trips such as travel and accommodation arrangements, liaison with host universities or companies abroad, visa applications support, health and safety compliance;
- Facilitating career development initiatives by sourcing coaches, negotiating career development scopes, drafting non-disclosure agreements, sharing internship and job postings with students, organizing resume workshops and mock interview sessions, etc.

The appointee should also provide administrative support to academic programmes, committees and meetings; handle enquiries, maintain procedures following the University's policies and guidelines, handle confidential documents/information, compile statistical data and information for reporting, as well as drafting correspondence/emails/presentation. Occasional travels outside of Hong Kong may be required.

The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Director or his delegate(s).

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably including administrative experience in academic programmes in local tertiary institutions. Familiarity with visual and digital equipment, social media platform management, and creative software will be an advantage.

All applicants should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adaptable to a multi-tasking work environment, possess good IT literacy, and be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 **14 April 2026**. 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/jobsoff/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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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