

Project Officer (Ref: 2600485)
Faculty of Liberal Arts and Social Sciences

The appointee will provide comprehensive project management and coordination support to facilitate the effective integration of AI into teaching and learning activities for the undergraduate programmes. This includes using AI tools (such as generative AI for producing text, images, and/or videos) to enhance teaching resources, and to transform teaching ideas into interactive, technology-supported learning experiences. The appointee will serve as the Faculty coordinator and will work closely with teaching and technical staff, as well as administrators, to support programmes in conducting systematic reviews and continuous enhancement of curriculum design to embed AI at the programme, discipline, and course levels. In addition, the appointee will be responsible for drafting reports, organising briefing sessions and meetings, acting as secretary to the project team, and undertaking other duties assigned by supervisors. The appointment will be for two years, with the possibility of renewal subject to work performance and funding availability.

Applicants should possess a Bachelor's Degree in Artificial Intelligence, Computer Science, Information Technology or related disciplines; preferably with 3 years of full-time relevant post-qualification working experience in project coordination in tertiary institutions. Experience in higher education curriculum design, AI project management and a good understanding of the latest educational technologies would be an advantage. Applicants should have strong interpersonal and communication skills, demonstrate a high level of proficiency in both English and Chinese, and have sound IT knowledge. They should also be detail-oriented, self-motivated, and able to work under pressure, with good time management, organisational, and problem-solving skills.

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 **24 July 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/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. 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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