

Project Officer [Appointment Period: 18 months] (Ref: 2600568) Graduate School

We are seeking a self-motivated Project Officer to support the initiatives on enhancing University's academic and research excellence in the field of linguistics. The appointee will play a pivotal role in coordinating a high-profile annual international conference in linguistics – "EdUHK International Conference on Linguistics (EICOL)" - while also providing comprehensive administrative and executive support for relevant initiatives.

The responsibilities of the Project Officer include:

- planning, coordinating, and executing the annual international linguistics conference, covering logistics planning, vendor liaison, venue and on-site management, registration and participant communications, liaising with internal and external stakeholders, and post-event follow-up;
- supporting the publication of conference proceedings and related journal articles;
- collecting and compiling data, and drafting regular reports related to linguistics research, rankings, and activities to inform discipline enhancement;
- facilitating incoming and outgoing academic visits and partnership-building initiatives and events as part of University's internationalisation and outreach initiatives;
- providing general administrative support to a range of other initiatives and projects related to University's operational and strategic priorities in linguistics.

Applicants should have a recognised Bachelor's degree, preferably in Linguistics, Education, or a related discipline, with a minimum of 2 years or more of relevant post-qualification work experience, preferably in tertiary education institutions, conference/event management, or project administration. Experience in coordinating international conferences is preferred.

The ideal candidate will possess good project management and organisational skills; excellent written and verbal communication abilities in both English and Chinese (including Cantonese and Putonghua); proficiency in Microsoft Office applications, event management/registration platforms, and virtual conferencing tools; strong interpersonal, negotiation, and vendor management skills; the ability to manage multiple priorities under tight deadlines; and a self-motivated, detail-oriented, and team-playing attitude.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **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.

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

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