

Project Assistant (Ref: 2600582)
Global Institute for Emerging Technologies - Future Team

[Appointment Period: until 31 July 2027]

The appointee will be responsible for supporting the Global Institute for Emerging Technologies - Future Team [GIET(FT)] under the Academy for Applied Policy Studies and Education Futures (AAPSEF). The primary role is to assist in the Institute's daily operations, external liaison, event coordination, and administrative tasks. The following are the major responsibilities:

- Provide comprehensive administrative and operational support for projects and activities of the Institute to ensure smooth and efficient implementation;
- Assist the Co-Director of GIET in daily coordination, including scheduling, documentation, and follow-up on institutional affairs and progress tracking;
- Support the Assistant Vice President (Interdisciplinary Studies and Partnership)-AsVP (IS&P) in coordinating communications and engagements with internal and external parties, facilitating effective information flow and relationship management;
- Assist in industrial outreach and external liaison, establishing and maintaining collaborative ties with stakeholders, partner institutions, and relevant organizations, especially in support of the AsVP's partnership development efforts;
- Assist in planning, organizing and coordinating workshops, seminars and various thematic events to ensure successful delivery and desirable outcomes;
- Support budget management and resource allocation, including budget tracking, procurement, and financial administration related to projects and events;
- Be available to travel as required, and demonstrate effective communication and collaboration in international settings;
- Align with the strategic development agenda of the Institute, the Academy and the University, contributing to the achievement of institutional strategic goals and key KPI targets; and
- Perform other duties as assigned by the Co-Director and AsVP (IS&P), supporting the institution's dynamic agenda.

Requirements

- A recognized Bachelor's degree, preferably in Communication and/or Broadcast, Marketing, Business Administration, Project Management, or related disciplines from a reputable university; a Master's degree is preferred.
- Relevant full-time working experience in administrative support, event coordination, budget management, project coordination, or stakeholder management within higher education institutions is preferred (Fresh graduates with an excellent academic background will also be considered);
- High proficiency in both written and spoken English and Chinese (Cantonese will be a plus);
- Strong organizational, time management, and problem-solving skills, with the ability to handle multiple priorities and deadlines;
- A detail-oriented, responsible, self-motivated, and adaptable work style;
- Excellent interpersonal and communication skills, with a proven ability to collaborate effectively in a multidisciplinary team;

- Ability to demonstrate resilience and composure under pressure, with flexibility to work beyond normal office hours when necessary; and
 - **Immediate availability is highly preferred.**
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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 **23 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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