

**Project Officer (Ref: 2600553)**  
**Faculty of Humanities**

Our Faculty is seeking a dynamic and forward-thinking professional with strong digital competencies to join our team. Working closely with the Project Investigator, the appointee will play a key role in transforming learning and teaching frameworks, fostering a digitally empowered academic community.

The appointee will be responsible for (i) supporting the Project Investigator in implementing the University's AI and Digital Competency Framework within the Faculty, working closely with departments on course-based AI application and with academic programmes on programme-level AI integration; (ii) serving as the Faculty Project Coordinator to manage requests, track deliverables, and execute follow-up actions arising from the relevant University Committees and Working Groups; (iii) providing comprehensive secretariat support for the Faculty's Community of Practice on AI (AICoP), including preparing meeting documents, drafting reports, creating presentation materials, and disseminating information and good practices across departments and programmes; (iv) assisting with data collection and analysis to inform future pedagogical strategies; (v) organising seminars, talks, sharing sessions, and focus group interviews centred on AI literacy and digital pedagogy; (vi) serving as a vital link between the project and key stakeholders, including students, faculty members, and external parties; (vii) monitoring project expenditures; and (viii) supervising student helpers. The appointee will also undertake any other duties as assigned by the Project Investigator. The initial appointment will be a one-year contract, renewable subject to performance and mutual agreement.

Applicants should hold a recognised Bachelor's degree, preferably in Educational Technology, Artificial Intelligence, Data Science, Information Technology, or a related field, with at least three years of post-qualification work experience, ideally within tertiary institutions. They must demonstrate high AI and EdTech literacy, including a solid understanding of the latest educational technologies, Learning Management Systems, and the practical application of generative AI tools in teaching and learning environments. They should also be proficient in English and Chinese (both Cantonese and Putonghua), have strong analytical and problem-solving skills, be detail-oriented and self-motivated, and be able to communicate and work effectively with people at all levels. Preference will be given to candidates with a proven record in project management.

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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](#) and upload a full CV on or before **30 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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