

Project Officer (Ref: 2600586)
Faculty of Liberal Arts and Social Sciences

The appointee will be responsible for providing support to a range of Faculty initiatives and administrative functions. Duties include: (a) serving as the Faculty coordinator to coordinate with the Registry and taught postgraduate programme teams throughout the full student admission cycle, including conducting application profile screening, verifying supporting documents, processing visa applications, and coordinating programme registration; (b) supporting initiatives and funding schemes related to internationalisation; (c) handling matters related to Memoranda of Understanding (MoUs) and partnership development; (d) assisting in initiatives, events, and activities related to Faculty and programme promotion; and (e) performing any other duties as assigned by supervisors. The appointee should be flexible in working hours and may be required to travel outside Hong Kong and undertake duties as assigned by the University, where necessary.

Applicants should have a recognised Bachelor's degree, preferably with at least 3 years of full-time relevant post-qualification working experience in programme admissions and administration in tertiary institutions. Experience in marketing, media, communications, programme promotion, or project management will be an advantage. They should possess excellent communication and interpersonal skills, with a proven ability to engage a wide range of stakeholders; be highly proficient in both written and spoken Chinese (including Putonghua) and English; demonstrate strong organisational and coordination skills with the ability to manage multiple tasks and projects simultaneously; and be detail-oriented and able to work under pressure while maintaining a high standard of accuracy. The appointee should be well organised and able to work both independently and collaboratively in an interdisciplinary academic environment.

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](http://www.eduhk.hk/jobsoff/index.php?glang=en) and upload a full CV on or before **7 August 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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