

Project Officer/ Project Assistant (Ref: 2600751)
Centre for Learning, Teaching and Technology

The appointee will provide support in EdUHK's AI and Digital Competency Strategy and its strategic initiatives. Duties include developing and adapting training resources, organising workshops, and promoting the initiatives to university students and academic and teaching staff, liaising with internal and external parties, and drafting reports and meeting documents. The appointee will also be expected to carry out other duties as assigned by the project supervisor(s). The appointment will be for a period of 12 months, with renewal opportunity subject to the appointee's performance and mutual agreement.

Applicants should possess a recognized Bachelor's degree preferably in Education, Psychology, Social Sciences, Information Technology, Engineering, or related disciplines, with 2 years of post-qualification working experience, preferably in tertiary institutions. Experience and knowledge in AI are an advantage. Applicants should be good in English and Chinese (both Cantonese and Putonghua); have good analytical and problem-solving skills; be attentive to details; and with good interpersonal and communication skills. They should also be self-motivated and able to work independently and as a good team player. Immediate availability is preferred. Applicants with less relevant post-qualification work experience may be considered for the post of Project Assistant.

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 **2 September 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>.

EdUHK is an Equal Opportunities Employer.

