

Assistant Project Manager/ Project Officer (Ref: 2600752)
Centre for Learning, Teaching and Technology

The appointee will play a key role in advancing EdUHK's AI and Digital Competency Strategy. Reporting to the Assistant Vice President (Artificial Intelligence and Education Innovation), the appointee will be responsible for: (i) providing professional support for the strategic implementation of the University's AI and Digital Competency Framework; (ii) providing expert advice and support to academic and teaching staff, as well as students, on the pedagogically effective integration of AI tools and emerging educational technologies; (iii) designing and delivering professional development workshops and seminars for academic and teaching staff, as well as students, on the effective use of AI tools and emerging technologies in educational contexts; (iv) liaising with internal and external stakeholders, including industry partners, government bodies, and peer institutions, to advance the University's AI and digital competency agenda; (v) collecting qualitative and quantitative data to report on and evaluate the project's impact and effectiveness; (vi) serving as secretary to working groups and/or committees; and (vii) performing any other duties as assigned by the AsVP (AI&EI) or his/her delegate.

Applicants for the Assistant Project Manager post should possess a recognised University degree, ideally a Master's degree or an equivalent qualification. Preference will be given to candidates with qualifications in Artificial Intelligence, Data Science, Computer Science, Educational Technology, or a closely related discipline, with at least seven years of post-qualification work experience in educational development or a related professional role in a tertiary education setting.

Applicants must demonstrate proven expertise in applying AI and digital technologies to teaching and learning, including practical experience with generative AI tools. Strong interpersonal and communication skills are essential. Applicants should have knowledge of the educational policy context of Hong Kong and/or the Chinese Mainland. Preference will be given to candidates with a higher degree and experience in higher education institutions or the public sector, with a proven track record in project management. Proficiency in both English and Chinese (Cantonese and Putonghua) is highly desirable. Immediate availability is preferred. Applicants with less relevant post-qualification work experience may be considered for the post of Project Officer.

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](#) and upload a full CV on or before **3 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/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.

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

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