香港教育大學
The Education University of Hong Kong

Project Officer / Project Assistant (Ref: 2600965)
Academy for Educational Development and Innovation

[Appointment Period: 12 months]

The Academy for Educational Development and Innovation (AEDI) invites applications for a full-time Project Officer/Project Assistant position. The appointee will join the vibrant AEDI team to provide a wide range of support to the taught postgraduate programmes offered by The Education University of Hong Kong.

The major duties include: (1) providing administrative support to the taught postgraduate programmes, including admissions, student affairs, and quality assurance; (2) coordinating matters related to teaching and research for the faculty members and teaching staff; (3) assisting in organizing academic activities and events; (4) assisting in programme marketing, including producing promotional materials and managing social media accounts; (5) handling inquiries and providing assistance to current and prospective students; and (6) performing any other duties as assigned by supervisor(s). Working outside office hours and Hong Kong may occasionally be required.

Applicants for the post of Project Officer should hold a Bachelor's degree, preferably in Business Administration or Engineering disciplines, with several years of relevant full-time post-qualification work experience gained in a tertiary institution, with existing network and proven track records in soliciting new network/donations/initiatives, or extensive programme promotion/publicity experience for taught postgraduate programmes. Applicants with less relevant post-qualification working experience may be considered for the post of Project Assistant.

Applicants should be self-motivated and responsible with strong problem-solving, communication, organisational, project management, and multi-tasking skills. Proficiency in written and spoken English and Chinese (Putonghua/Cantonese) is a must. Immediate availability is preferred.

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 **24 November 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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