香港教育大學
The Education University of Hong Kong

Project Officer (Ref: 2600991)
Department of Psychology

The appointee will be responsible for providing administrative support to research-related matters of the Department; providing secretarial support to committees and meetings; supporting preparation and submission of research project proposals and reports; organising research seminars; facilitating recruitment of research students; liaising with external bodies; carrying out general administrative duties, such as arranging meetings/events/visits and website maintenance; and carrying out other job duties as assigned by supervisors.

Applicants should have a Bachelor's Degree, preferably with several years of post-qualification working experience in tertiary institutions. Those with solid research support experience are highly desirable. They should be proficient in written and spoken English and Chinese (including Putonghua), and possess strong interpersonal, time management, organisational and IT skills. They should also be a good team player, attentive to details, self-motivated and able to work under strict timelines.

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 **30 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.

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

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