香港教育大學
The Education University of Hong Kong

Project Officer/ Project Assistant (Two Posts) (Ref: 2600954)
Registry (Admissions, Registrations and Academic Planning)

The appointee will provide administrative and executive support in student admissions and registration, system development and maintenance, and compilation of statistical reports. Other duties include preparation of programme promotional materials, University/admission event support, website management. The position will also undertake other ad-hoc duties as assigned by the supervisor. The appointment will be for a period of 6 months.

Applicants should have a Bachelor's Degree with several years of relevant full-time post-qualification work experience, preferably gained in the tertiary education sector. They should be detail-oriented and self-motivated; able to work under pressure with good time management skill; be proficient in written and spoken English and Chinese (both Cantonese and Putonghua); and have good organisational, interpersonal and IT skills. Applicants with experience in student admissions and programme administration will have an advantage. Applicants with less experience may be considered for the post of Project Assistant.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. 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 **26 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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