

**Project Officer (Ref: 2401107)**  
**Student Affairs Office**

The appointee will be responsible for providing programme and administrative support to the Student Affairs Office, particularly on an initiative aimed at recognizing student participation in learning activities outside the classroom.

The appointee will be responsible for promoting initiatives to students and staff by preparing promotional materials, proposals, and reports. He/She will organize meetings, disseminate course information and requirements, and conduct programme evaluations and reporting. The appointee will also support student development projects, events, activities, workshops, trainings, and conferences.

Applicants should have a Bachelor's degree with several years of relevant full-time post qualification work experience. They should be self-motivated, responsible, and proficient in written and spoken English and Chinese (both Cantonese and Putonghua). Experience in coordinating projects within the tertiary education sector, particularly those focused on student engagement, will be an advantage.

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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. **Review of applications will start from 21 October 2024, and will continue until the post is filled.** 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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