

Project Officer (Ref: 2500342)
Department of Special Education and Counselling

The appointee will be assigned to provide administrative support to programme operation and review of the self-funded Master's degree programme in "Educational Speech-Language Pathology and Learning Disabilities". Duties include programme marketing and student recruitment, secretariat support, part-time lecture / practicum supervisor/ visiting scholar recruitment / appointment and payroll, budget planning and monitoring, timetabling and monitoring students' academic progress and academic record. The appointee will also provide secretarial and executive support to programme accreditation / review exercises, compiling operation procedures / guidelines, writing reports; supervising junior staff; and performing any other duties as assigned by supervisor(s). The appointment will be for a period of 2 years.

Applicants should have a bachelor's degree and several years of post-qualification working experience, preferably in project management, educational programme coordination, or marketing in the tertiary education sector. Applicants should possess good command of written and spoken English and Chinese. They should have strong communication, interpersonal, and administrative and organization skills. They should also be good team players, attentive to detail, highly self-motivated and able to work under pressure.

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 **4 April 2025**. 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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