

**Assistant Project Manager (Ref: 2500414)**  
**AI, Brain, and Child Research Centre**  
**Academy for Educational Development and Innovation**

The appointee will assist the Directors of AI, Brain, and Child Research Centre (ABC-RC) in planning, overseeing, and executing a range of special projects and strategic initiatives designed to expand the center's impact on the field of AI in education. This role demands a deep understanding of the education industry, strong communication skills, and a passion for developing and managing exchange programmes for students and researchers focused on AI and its applications in education.

The Assistant Project Manager will support ABC-RC's mission by managing research-related projects and educational outreach. This includes developing and implementing engaging programs (including school trips designed to engage students in hands-on learning experiences related to AI and child development) for partner schools, identifying potential international research partners, building relationships with key stakeholders (parents, principals, policymakers), overseeing programme logistics, and contributing to communications, outreach, and fundraising efforts.

Applicants should possess a Bachelor's degree (Master's preferred) in a related field and at least 7 years of post-qualification full-time working experience preferably with international exchange program management experience, including new market development and school trip planning. Exceptional communication skills with fluency in English, Mandarin, and Cantonese are essential, along with a strong understanding of tourism operations and customer service. Software proficiency and tour guide credentials are beneficial, as is a genuine passion for travel, culture, and education.

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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 18 April 2025, 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.

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

**EdUHK is an Equal Opportunities Employer.**