

Project Officer (Ref: 2500583)
Integrated Centre for Wellbeing

The appointee will be responsible for providing administrative support to various projects and events, including organizing and undertaking an AI teaching and field experience application project. S/he will be responsible for the coordination and communication with departments, schools, teachers, parents of children with special educational needs (SEN), children and adolescent with SEN, and other stakeholders. S/he will also provide other duties such as budgeting, resource management, supervising supporting staff, student helpers, scheduling meeting, managing of records and performing other duties as assigned. The initial appointment will be for a period of 13 months, with the possibility of renewal subject to agreement and satisfactory performance.

Applicants should have a Bachelor's Degree or above, preferably in education / psychology / social work / counselling / information technology, or related disciplines, with several years of full-time working experience, preferably at tertiary institutions and education sector or software development projects. Experiences in project management, coordination and artificial intelligence (AI) technologies and their application in educational sector are desirable. They should have good project management skills, interpersonal and communication skills, be a good team member, attentive to details, highly self-motivated and able to work under pressure. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua) and familiar with computer software such as Microsoft Office.

Salary will be commensurate with qualifications and experience. 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 **1 July 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. 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>.

EdUHK is an Equal Opportunities Employer.