

Project Officer / Project Assistant (Ref: 2501053)
Department of Social Sciences and Policy Studies

The appointee will provide comprehensive administrative support to the Internship Team of the Department. Responsibilities include, but are not limited to:

- Liaising with internal and external stakeholders.
- Assisting in the planning and coordination of internship-related activities.
- Organising meetings and events.
- Preparing documents, reports, and correspondence.
- Performing other duties as assigned by supervisors.

This is a two-year appointment, renewable subject to performance and mutual agreement.

Requirements:

- A Bachelor's degree (Master's degree preferred).
- Several years of solid experience in the tertiary education sector.
- Applicants with less experience will be considered for the post of Project Assistant.
- The appointee may need to travel outside Hong Kong on a need basis.

Essential Attributes (for both posts):

- Strong interpersonal and communication skills
- Proficiency in IT tools and systems
- Excellent time management and problem-solving abilities
- Self-motivated, detail-oriented, and able to work under pressure
- Proficiency in English and Chinese (Cantonese and Putonghua)
- Preference will be given to candidates with extensive outreach experience

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 23 October 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>.

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