

Project Officer (Ref: 2600035) Centre for Excellence in Learning and Teaching

Centre for Excellence in Learning and Teaching is established as a pedagogical professional development centre under the Academy for Educational Development and Innovation (AEDI) of The Education University of Hong Kong. CELT aims to both support and initiate new, cutting edge classroom practices in schools, heightening teaching and learning effectiveness and striving for learning and teaching excellence.

The appointee will join the teams of highly qualified educators to deliver a wide variety of administrative works for CELT's new developmental directions, such as STEM, science, robotics, and AI education. Responsibilities include but not limited to:

- Assist with promotion, admissions, enrollment, and other associated tasks of Master program and other short-term programs.
- Assist with the organization and management of events held by CELT and the academy, including but not limited to student orientation sessions and onboarding and graduation.
- Assist in post-event evaluations and compiling feedback reports.
- Liaise with external partners and collaborators for joint events or initiatives.
- Draft newsletters, announcements, and promotional materials for the MA program of Science & Robotics Education (SRE) and relevant CELT activities.

Applicants should have a Bachelor's degree with several years of relevant post-qualification working experience, preferably including 2 years of solid administration experience in academic programs in local tertiary institutions. Relevant experience in science and robotics education and/or holding a bachelor's or master's degree in relevant fields (e.g., engineering, science, computer science, artificial intelligence, or robotics) will be an advantage. Applicants should be detail-oriented and self-motivated, able to work under pressure with good time management skills, have a good command of both written and spoken English and Chinese (both Cantonese and Putonghua), and strong problem-solving, interpersonal, and communication skills.

For further enquiries about the post, please contact Dr Wan Zhihong Peter at wanzh@eduhk.hk.

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 **3 February 2026**. 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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