

Project Officer (Ref: 2600364)
Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation (AEDI) invites applications for a full-time Project Officer position. The appointee will join the vibrant AEDI team to provide a wide range of support to the taught postgraduate programmes offered by The Education University of Hong Kong. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

The major duties include: (1) providing administrative support to the taught postgraduate programmes, including admissions, student affairs, and quality assurance; (2) coordinating matters related to teaching and research for the faculty members and teaching staff; (3) assisting in organizing academic activities and events; (4) assisting in programme marketing, including producing promotional materials and managing social media accounts; (5) handling inquiries and providing assistance to students; and (6) performing any other duties as assigned by the project supervisor and programme leader. Working outside office hours and Hong Kong may occasionally be required. The successful candidate is expected to start working as soon as possible.

The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the Director or his delegate(s).

Applicants should hold a Bachelor's degree with several years of relevant full-time post-qualification work experience. Relevant administrative experience in a tertiary institution is highly desirable. Applicants should be self-motivated and responsible with strong problem-solving, communication, organizational, project management, and multi-tasking skills. Proficiency in written and spoken English and Chinese (Putonghua/Cantonese) is a must. Familiarity with university administrative systems, digital marketing, and creative software will be an advantage.

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 **1 June 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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