

Project Officer (Ref: 2600365)
Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation (AEDI) is seeking elite and professional administrators with some experience in local higher institutions to 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. It will be a great opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

The appointee will be responsible for providing administrative support to the Academy's taught postgraduate programmes, including admissions, student affairs, and quality assurance; coordinating matters related to teaching and research for the faculty members and teaching staff; assisting in organising academic activities and events; assisting in programme marketing, including producing promotional materials and managing social media accounts; handling inquiries and providing assistance to students; performing any other duties as assigned by the project supervisor and programme leader; travelling outside of Hong Kong and undertaking work as assigned by the University, where necessary.

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 have a Bachelor's degree with several years of relevant post-qualification full-time work experience, preferably with administrative experience in tertiary institutions. Applicants should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua); good management and interpersonal skills; and be attentive to details. They should be adaptable to a multi-tasking work environment, possess good IT literacy, and be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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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