

Mrs. Dorothy Koo and Dr. Ti-Hua Koo Centre for Interdisciplinary Evidence-based Practice and Research of the Hong Kong Shue Yan University

Project Manager/Project Officer (1 position)

Responsibilities:

- Develop and maintain project timelines and budgets.
- Coordinate with stakeholders to ensure the successful development and delivery of the training program, and publicity events
- Manage the project website and other publicity channels.
- Assist the project leaders to draft the progress, evaluation, and completion report
- Any other responsibilities as assigned by the Centre Directors

Requirements:

- Bachelor's degree with a minimum of 3 years of project management experience for Project Manager, and 1 years for Project Officer
- Experience in managing large-scale education projects is preferred.
- Strong leadership, communication and problem-solving skills.
- Proficiency in English and Chinese.
- Familiarity with website and social media management preferred.

Research Assistant (1 position)

Responsibilities:

- Conduct literature review, data collection, and data analysis
- Assist in the preparation and coordination of the international conference
- Assist in drafting of progress and research reports, web management, and
- Any other responsibilities as assigned by the Centre Directors

Requirements:

- preferably a bachelor's degree in social science or related discipline
- strong background in quantitative research methods and statistical techniques
- proficiency in common computer software applications
- ability to work independently and collaboratively
- good written and oral communication skills in English and Chinese.

Application

Applicants should send a completed application form with expected salary, together with a cover letter and an updated curriculum vitae to the Mrs Dorothy Koo and Dr Ti Hua Koo Centre for Interdisciplinary Evidence-based Practice & Research (ciebpr@hksyu.edu). Application form (research positions) can be downloaded at <https://www.hksyu.edu/en/about/career/>. All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. ***Closing Date: by May 31 or until position is filled.***