

Mrs Dorothy Koo and Dr Ti-Hua Koo Centre for Interdisciplinary Evidence-based Practice and Research

Hong Kong Shue Yan University (HKSJU)

Project Officer / Executive Officer

The Hong Kong Shue Yan University (HKSJU) is seeking high-calibre candidates to join the Mrs Dorothy Koo and Dr Ti-Hua Koo Centre for Interdisciplinary Evidence-based Practice and Research. The Centre hosts a community project that aspires to strengthen the social-emotional capabilities of students and their parents, teachers, social workers, and the public. The project incorporates gamification elements into social-emotional learning programmes for Primary 3 and 4 students.

Responsibilities:

- To provide administrative, clerical, financial, and operational support for the abovementioned project;
- To gather and maintain proper documentation and records;
- To support evaluation and research studies;
- To liaise with internal units, external suppliers and stakeholders;
- To coordinate with the co-organizer and partner schools to facilitate the implementation of the project;
- To organize events, including public education activities and training sessions;
- To assist in building the project brand, such as managing social media channels, conducting publicity campaigns, coordinating media interviews, drafting press releases, writing marketing content and implementing an SEO campaign;
- To support for the enhancement of a gamified e-learning platform, a mobile application, educational materials, animation series and videos, etc.;
- To supervise and provide guidance to student helpers;
- To perform any other duties as assigned.

Requirements:

- A Bachelor's degree in Social Sciences, Marketing, Business Administration, or related discipline;
- Preferably 2–3 years of relevant working experience; experience in the tertiary education sector would be an advantage;
- Good command of written and spoken English and Chinese (including Putonghua);
- Proficiency in common office applications (e.g. MS Office Word, Excel, PowerPoint, Outlook);
- Ability to work both independently and collaboratively with efficiency and accuracy;
- Strong organizational skill and attention to detail;
- A strong sense of responsibility.

Candidates with less experience and will be considered. Fresh graduates are welcome to apply.

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 (non-academic posts) 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: 29 April 2026 or until the positions are filled, whichever is earlier.