

Full Time Project Officers (Full-time)

We are hiring **two Project Officers** for the QESS project “*Enhancing Students’ Emotional Wellness and Resilience in Post-secondary Institutions*” under the Research Center for Digital Education and Blended Intelligence, Hong Kong Shue Yan University. The project aims to enhance students’ emotional wellness and resilience through an online platform, AI-powered consultation chatbot, and experiential wellness programs. The Project Officers will support the planning, implementation, and evaluation of project activities, including coordinating workshops and events, managing documentation, designing surveys and promotional materials, analysing data, updating online platforms, and liaising with Student Ambassadors, partner institutions, and technical vendors.

Major Duties and Responsibilities

- Plan, implement, and monitor project activities to ensure timely and effective execution.
- Design and conduct evaluation studies, including data collection, analysis, and reporting.
- Prepare comprehensive reports, engaging presentations, and concise evaluation summaries to communicate project findings and progress.
- Coordinate and facilitate workshops, meetings, seminars, and training events to support project goals.
- Support and organise student activities and oversee the Student Ambassador Program, promoting mental wellness and resilience.
- Develop and design promotional materials, including posters, infographics, and content for social media platforms.
- Update and maintain the project website and online learning platform to ensure accurate and current information.
- Liaise with partner institutions, external collaborators, Student Ambassadors, and technical vendors to foster strong relationships and ensure seamless communication.
- Maintain project documentation, including budgets, progress reports, and other records, ensuring compliance with organisational standards.

Qualifications and Requirements

- A Bachelor’s degree or above in Psychology, Education, Social Sciences, IT Management, or related disciplines.
- Experience in data collection/analysis, survey design, and/or project coordination preferred.
- Proficiency in design tools (e.g., Adobe Illustrator) and data analysis software (SPSS, Mplus, R) is an advantage.
- Strong organizational, writing, and interpersonal skills.
- Proficiency in English and Chinese.
- Interest in promoting student mental health and wellness.

Application

Applicants should send a completed application form with expected salary, together with a cover letter and an up-to-date curriculum vitae to Ms. Beatrice Wong (bkywong@hksyu.edu). The Application form 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 20 November 2025 or until the position is filled.