

Full Time Project Officer / Project Manager

We are hiring **one Project Officer and one Project Manager** for the QESS project “*Developing an AI-Enhanced Teaching Resource Hub for the Self-Financing Higher Education Sector*” under the Research Center for Digital Education and Blended Intelligence, Hong Kong Shue Yan University. This inter-institutional project aims to identify, centralize, and utilize AI learning resources and tools to support teaching and the development of AI literacy among post-secondary teachers, provide effective AI tools for teaching in self-financing institutions, organize professional development activities, and conduct research to evaluate AI literacy initiatives.

The Project Officer / Project Manager will lead and coordinate all aspects of the project, ensuring timely completion of deliverables, smooth collaboration among teams, and effective implementation of the AI-Enhanced Teaching Resource Hub.

Major Duties and Responsibilities

- Plan, implement, and monitor project activities, ensuring milestones are achieved on time and within budget.
- Oversee the development and maintenance of the online AI-Enhanced Teaching Resource Hub, including functionality, accessibility, and scalability.
- Coordinate with technical teams, faculty contributors, and subject matter experts to integrate AI tools, preloaded prompts, lesson planning tools, and assessment features.
- Manage content creation and organization for the platform, including training session videos, teaching showcases, and self-learning materials.
- Organize and support professional development activities such as workshops, Coffee Talk meetings, and public seminars; handle registrations, promotions, and resource distribution.
- Track platform analytics, participation data, and engagement metrics; prepare progress reports and final reports for stakeholders and funding bodies.
- Liaise with partner institutions, external collaborators, technical vendors and project teams to ensure smooth collaboration and communication.
- Manage project documentation, budget tracking, procurement, and other administrative tasks.

Qualifications and Requirements

- A Bachelor’s degree or above in Education, Information Technology, Psychology, Social Sciences, or a related discipline.
- At least 2-3 years’ experience in project management in educational or research settings.
- Experience in liaising with technical vendors or digital project teams is an advantage.
- Strong organizational, communication, writing, and interpersonal skills.
- Proficiency in English and Chinese.

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.