

## **Project Officer**

### **Department of Counselling and Psychology**

The appointee will work on a project named “Provision of Services for Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2024/25, 2025/26 and 2026/27 School Years”, and will be responsible for providing administrative support for the project. The appointee(s) is expected to commence employment in August 2024.

### **Responsibilities**

- Providing programme and secretariat support for face-to-face and/or online classes
- Liaising with internal and external parties; organizing face-to-face and/or online events/functions/visits
- Overseeing development of teaching materials by contractors
- System work and office management
- Performing any other duties as assigned

### **Requirements**

- Bachelor's degree with several years of post-qualification working experience.
- Have good knowledge in computer application
- Proficiency in both spoken and written English and Chinese
- Self-motivated and able to work independently or as a team member
- Experience in supporting e-learning platform and interest in assisting in video production of teaching content are preferred
- PGDE or qualification of Qualified Teacher Status (QTS) recognized by the Education Bureau of Hong Kong or other qualification of equivalence, and/or previous work experience in tertiary education institutions will also be an advantage

For enquiries, please contact Ms. Twinkle Lam via e-mail: [sclam@hksyu.edu](mailto:sclam@hksyu.edu)

### **Application Procedure**

Applicants should send a letter of application together with curriculum vitae to the following address or by email:

Ms. Twinkle Lam  
Department of Counselling & Psychology  
Hong Kong Shue Yan University,  
10 Wai Tsui Crescent,  
Braemar Hill, Hong Kong

E-mail: [sclam@hksyu.edu](mailto:sclam@hksyu.edu)

Only shortlisted candidates will be contacted. Personal data collected will be used for staff recruitment purposes only.