Project Officer

The appointee will work for a QESS (Quality Enhancement Support Scheme) project on developing a comprehensive e-Learning solution in tertiary education.

Responsibilities:

Assist the project implementation team to
- complete progress and final reports of the project
- liaise with service providers, programmers, and teachers
- organize launching events, symposia, and workshops
- monitor the progress of the project
- handle other logistical aspects of project implementation
- conduct research to evaluate the effectiveness of the project
- design promotional materials (newsletter, poster, social media posts, website content) to increase the publicity of the project

Requirements:
- Bachelor's degree holder with at least 1 year's post-qualification work experience,
- A good command of written and spoken English and Chinese
- Good administrative and organization skills
- Ability to work independently
- Preference will be given to those who have experience in managing a project related to education, working with schools, and organising events of professional development such as workshops and seminars
- Experience in using graphic design software such as illustrator, photoshop, after effect or blender etc. will be a plus

Salary will be commensurate with qualification and experience. Please send your CV to Hong Kong Shue Yan University at tschow@hksyu.edu (Contact person: Dr Jason CHOW) on or before 20 Aug 2022. Personal data collected will be used for recruitment purpose only.