

Project Officer

Hong Kong Shue Yan University is seeking a high-calibre Project Officer for the QESS-funded project titled “**Enhancing Students’ Emotional Wellness and Resilience in Post-secondary Institutions.**” This initiative aims to strengthen student mental wellness and resilience through a multi-pronged approach featuring a dedicated online learning platform, an AI-powered consultation chatbot, and experiential wellness programs.

Major Duties & Responsibilities

- Plan, implement, and monitor project activities to ensure timely, high-quality execution in line with milestones.
- Design and conduct project evaluation studies, including survey design, data collection, rigorous data analysis, and reporting.
- Prepare comprehensive progress reports, engaging presentations, and concise evaluation summaries for stakeholders.
- Organize and facilitate workshops, seminars, committee meetings, and training events to support project objectives.
- Support student-led activities and oversee the Student Ambassador Program to promote mental wellness and resilience on campus.
- Develop and design creative promotional materials, including posters, infographics, and engaging content for social media platforms.
- Regularly update and maintain the project website and online learning platform to ensure content is current and accurate.
- Act as a key point of contact to maintain seamless communication with partner institutions, external collaborators, Student Ambassadors, and technical vendors.
- Maintain meticulous project documentation, track budgets, and prepare progress reports in compliance with funding and organizational standards.

Qualifications & Requirements

- A Bachelor’s degree or above in **Psychology, Education, Social Sciences, IT Management**, or a related discipline.
- Proven experience in project coordination, survey design, and data collection/analysis is highly preferred.
- Strong organizational, administrative, and interpersonal communication skills.
- Excellent command of written and spoken English and Chinese (including Cantonese).
- A genuine passion for promoting student mental health, resilience, and well-being.

Application

Interested applicants should submit a completed application form (specifying expected salary), alongside a cover letter and an up-to-date curriculum vitae to **Dr Jason CHOW** (tschow@hksyu.edu). The official application form can be downloaded at <https://www.hksyu.edu/en/about/career/>

All applications will be treated in strict confidence. Only shortlisted candidates will be contacted.

Closing Date: by 10 August 2026 or until the position is filled.