

## **Project Officer**

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

### **Responsibilities:**

- Assist the project coordinator 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
- Evaluate the effectiveness of the project

### **Requirements:**

- Bachelor degree holder with at least 1 year's post-qualification work experience, preferably in educational research
- 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.

Salary will be commensurate with qualification and experience. Please send your CV to Hong Kong Shue Yan University at [tchow@hkysu.edu](mailto:tchow@hkysu.edu) (Contact person: Dr Jason CHOW) on or before 15<sup>th</sup> Dec 2020. Personal data collected will be used for recruitment purpose only.