

Supported by General Support Programme (GSP) of Innovation and Technology Fund, the Department of Journalism and Communication, Hong Kong Shue Yan University will conduct a one-year project entitled "Ving Tsun: Martial Arts in Artificial Intelligence." The Department now seeks to appoint a high calibre candidate to the position of Full-time Project Officer for the project.

### **Project Officer**

The major responsibilities of the appointee will be:

- Assist the project coordinator to complete the project;
- Liaise with internal and external parties for related matters;
- Coordinate and supervise production carried out by service providers, especially the development of the Ving Tsun learning system application;
- Organize workshops and events, mostly for primary and secondary school participants;
- Manage the project website, Facebook and other publicity materials;
- Provide general clerical support, including handling daily correspondence, procurements, documents, filing and final report of the project;
- Perform any other duties assigned by the project coordinator.

### **Requirements**

- A good diploma/degree with at least 3 years of work experience, preferably in administration, project co-ordination or any related fields
- Good interpersonal, presentation and communication skills;
- Mature, self-motivated, able to work independently and meet tight deadlines;
- Good command of English, Cantonese and basic Putonghua;
- Proficiency in Microsoft Office and Chinese Word Processing;
- Immediate available is highly preferred;

The Appointment commence in late-May 2022 to December 2022, with possibility of renewal, subject to mutual agreement. The remuneration package will be commensurate with qualifications and experience.

### **Application**

Applicants should send a completed application form, together with a cover letter and a curriculum vitae to Dr. Kaman Lee via [mylai@hksyu.edu].

Application form can be obtained at: [http://www.hksyu.edu/Info/current\\_vacancies.html#administrative](http://www.hksyu.edu/Info/current_vacancies.html#administrative)

*Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.*

### **Deadline**

Until position is filled.