

[Recruitment] Project Manager for AI & Digital Health Projects at MSoC Lab, National Cheng Kung University

Job Title

Project Manager

Department

Media System-on-a-Chip (MSoC) Lab, Department of Electrical Engineering, National Cheng Kung University

Job Summary

We are seeking a highly organized and proactive Project Manager to coordinate and oversee multiple interdisciplinary research projects at the MSoC Lab. This role involves cross-functional collaboration with hospitals, tech companies, and international partners to ensure smooth project execution, timely deliverables, and effective stakeholder communication. The Project Manager will be responsible for project planning, communication, budget tracking, and administrative support.

Key Responsibilities

1. Coordinate and manage tasks across multiple research projects funded by NSTC, including:
 - AI Humanity Project (2024.08.01–2027.07.31)
 - PULSE Project (2023.08.01–2026.07.31)
2. Communicate with internal team members, app development teams (frontend/backend/AI engineers), hospital partners, and external collaborators
3. Manage project timelines, deliverables, and reporting requirements
4. Assist in the preparation and submission of project reports
5. Handle administrative duties including, but not limiting:
 - Travel and meeting arrangements
 - Budget tracking and reimbursement

Start Date

Immediately; the appointment period will be based on the duration of the project.

Salary

According to university's "Pay Rates and Remuneration Standards for Contract Employees", with flexibility depending on the candidate's experience and performance

Qualifications

1. Education: Bachelor's degree or above in management, healthcare, or other related disciplines.
2. Proficient in English (listening, speaking, reading, and writing)
3. Strong communication and teamwork skills

Application Instructions

To apply, please submit your resume to: cllee@mail.ncku.edu.tw (Prof. Chris Lee)

【徵才】成功大學電機系 MSoC 實驗室誠徵 AI 與數位健康專案經理一名

【職缺名稱】專案經理 一名

【工作地點】國立成功大學電機工程學系 多媒體單晶片系統實驗室

【職務簡介】本實驗室誠徵一位具備高度組織能力與主動性的專案經理，負責協調與管理多項跨領域研究計畫。此職務需與醫院、科技公司及國際合作夥伴密切合作，確保專案順利執行、成果如期交付，並促進各方溝通與協作。專案經理的工作範圍包含專案規劃、溝通協調、經費控管與行政支援。

【主要職責】

1. 協調並管理多項國科會研究計畫，包括：
 - AI Humanity 計畫 (2024 年 8 月 1 日 – 2027 年 7 月 31 日)
 - PULSE 計畫 (2023 年 8 月 1 日 – 2026 年 7 月 31 日)
2. 與團隊成員、App 開發團隊 (前端/後端/AI 工程師)、醫院合作單位及外部協作夥伴進行溝通協調
3. 管理專案時程、交付成果及報告要求
4. 協助計畫成果報告之撰寫與提交
5. 處理行政事務，包括但不限於：
 - 差旅與會議安排
 - 經費核銷與追蹤

【工作日期】即日起，聘任期間依照計畫執行期間而定

【薪資待遇】依本校「專案工作人員待遇支給標準表」規定敘薪，並視經驗與表現提供彈性薪資

【應徵條件】

1. 學歷要求：學士以上，管理、醫藥衛生等相關領域
2. 具良好之英語聽說讀寫能力
3. 具良好團隊溝通與團隊合作能力

【應徵方式】有意應徵者，請將您的履歷寄至 cleee@mail.ncku.edu.tw (李國君 教授)