

**Project Officer / Project Assistant (Ref: 2100638)
(holding a functional title of Marketing and Communications Officer /
Marketing and Communications Associate)
Department of Science and Environmental Studies**

The appointee will be responsible for coordinating publicity activities for undergraduate and postgraduate programmes of the Department. He/she will (1) prepare various kinds of promotion materials for publicity and brand building tasks, attend exhibitions and events for promoting programmes of the Department and prepare promotion proposals and reports; (2) conduct market research including surveys, interviews and data analysis; (3) associate networking with educational partners, institutions/organizations and alumni; and (4) provide administrative support of the Department. Frequent travelling will be required. The appointment will be for a period of 1 year with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree, preferably a Master's Degree with several years of relevant post-qualification working experience in educational sectors as well as publicity and marketing field. They should have high proficiency in both English and Chinese (Cantonese and Putonghua) and excellent interpersonal and organization skills. Also, he/she should be well motivated, multitasking and able to work independently. Proven track record in programme publicity work will be an advantage. Applicants with less experience will be considered for the post of Project Assistant.

For information of the Department, please visit this website: <http://www.eduhk.hk/ses>.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **10 December 2021**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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