

**Assistant School Partnership and Field Experience Manager
(Holding a substantive rank of Project Officer) (Ref: 2100699)
School Partnership and Field Experience Office**

In support of the Government's Job Creation Scheme 2.0 under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 50 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The School Partnership and Field Experience Office is looking for a motivated individual to join its team. Duties include formulating and implementing marketing plans to foster close relationships with the school and community partners and stakeholders; designing and producing multimedia materials to engage the students, school and community partners and stakeholders; supporting the implementation and administration of the different projects; engaging and coordinating with internal and external parties to ensure the smooth execution of the field-based students' activities; preparing proposals and reports on Field Experience, internship and entrepreneurial activities; and performing any other duties as assigned by supervisor. The appointee may be required to work outside normal office hours. The appointment will be for a period of one year.

Applicants should have a Bachelor's degree with several years of post-qualification working experience in educational sector as well as publicity and marketing fields. They should demonstrate logical thinking, good interpersonal and communication skills and the ability to work independently or as a team member. They should be innovative, well-organised, self-motivated, and be able to work under pressure. Applicants should also have high proficiency in English and Chinese and a high level of computer literacy. Multi-tasking skill and attention to details are essential.

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 **31 January 2022**. 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/jobsopp/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.

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

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