

Project Officer (holding a functional title of Marketing and Communications Officer) / Project Assistant (holding a functional title of Marketing and Communications Associate) (Ref: 2200779)
Faculty of Education and Human Development

The appointee will be responsible for providing research and engagement support to the Office of the Faculty Dean. He/She will be responsible for developing strategies for promoting research and engagement activities locally and internationally; producing compelling content in written, visual and video formats for use in multiple communication channels including website, blog, Twitter, LinkedIn and other social media; identifying new opportunities to increase the positive impact of our research and engagement activities; managing initiatives in connecting with research partners; liaising with departments and centres in the promotion of research, impact, knowledge transfer, and engagement activities; collecting, tracking and reporting on the research and engagement activities in departments and centres; organising international seminars and events; and other duties as assigned by the supervisor. Occasional travel may be required. The appointment will be for a period of 2 years.

Applicants should have a Bachelor's Degree in Translation, Communication, Journalism, Marketing or a related discipline, with at least 2 years' of post-qualification full-time experience in corporate communication; proficiency in English and Chinese (including Putonghua); strong communication, writing and editing skills; proactive, innovative, and able to work under pressure; Prior experience in managing social media or promoting research projects will be an advantage. Candidates with less experience may be considered for the post of Project Assistant.

For information on the Faculty of Education and Human Development, please visit: <https://www.eduhk.hk/fehd/en/>.

For further enquiries about the post, please contact Ms Kit Cheng at : kmcheng@eduhk.hk.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental 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. **Review of applications will start from 16 August 2022, and will continue until the post is filled.** 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>.

EdUHK is an Equal Opportunities Employer.