

**Assistant Marketing Officer
(holding a substantive rank of Executive Assistant) (Ref: 2301309)
Faculty of Humanities**

The appointee will be responsible for providing support to various marketing activities and programme promotions in the Faculty. Main duties include (a) soliciting and organizing marketing/publicity contents (e.g. for Faculty newsletter, social media, EDMs, marketing copies for the Faculty website, photography, etc.); (b) liaising with internal units and external media and advertising vendors for media production, including photography; (c) coordinating local and overseas outreach activities, such as school talks, campus visits, student recruitment events, etc.; and performing other duties as assigned by the supervisors. Since he/she will be responsible for external relations, occasional travel is required. The initial appointment will be for 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree in Marketing, Communications, Design, or related fields, with at least 2 years of relevant full-time post-qualification working experience. Applicants should have a strong visual sense and good digital skills to enhance reader experience and loyalty, who are self-motivated, able to collaborate with different parties, and work as good team players. Good presentation skills in English and Chinese (including Putonghua) are essential. A Master's degree in arts or social sciences will be a plus.

Shortlisted candidates will be invited to provide a portfolio of their work.

For information on the Faculty of Humanities, please visit: <http://www.eduhk.hk/fhm/>

Salary will be commensurate with qualifications and experience.

The initial appointment will be made on a fixed-term gratuity-bearing contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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 on or before **10 December 2023**. 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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