

## **Project Officer (Ref: 2301324) Graduate School**

The appointee will be responsible for providing executive support in the marketing and promotion of postgraduate programmes, including Research Postgraduate and Taught Postgraduate programmes. Main duties include conducting market research (including surveys, interviews and data analysis) and developing effective strategies for the recruitment of non-local students; planning and organizing publicity events related to the promotion of postgraduate programmes; coordinating local and overseas outreach activities; developing international collaboration with strategic partners worldwide; networking with collaborative partners, students and alumni; contributing to the production of marketing and promotion materials such as publication and marketing collaterals, brochures, leaflets, posters, newsletters, etc.; liaising with different internal and external units; compiling reports; providing administrative support to the School; and performing any other duties as required by supervising officer(s).

Applicants should have a Bachelor's Degree with normally 2 years or more of relevant post-qualification working experience, a Master's Degree and working experience in educational sectors are preferred. They should have good verbal and written communication skills with proficiency in both English and Chinese (Cantonese and/or Mandarin); be attentive to details; possess excellent interpersonal and organizational skills; and be able to work under pressure. They should also be a good team player with a strong sense of responsibility, self-motivation, and capable of multi-tasking. Applicants with knowledge and experience in quantitative data analysis will be an advantage.

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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 **15 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>.

**EdUHK is an Equal Opportunities Employer.**