

**Project Officer/Project Assistant
(holding a functional title of Marketing and Communications Officer /
Marketing and Communications Associate) (Ref: 2500853)
Department of Science and Environmental Studies**

The appointee will be responsible for coordinating publicity activities for the Department's undergraduate and postgraduate programmes. Key duties include: (1) preparing a variety of promotional materials to support publicity and brand-building initiatives, attending exhibitions and events to promote the Department's programmes, and preparing promotional proposals and reports; (2) conducting market research, including surveys, interviews, and data analysis; (3) networking and liaising with educational partners, institutions/organizations, and alumni; and (4) providing administrative support to the Department. Frequent travel will be required. The appointment will be for one year, with the possibility of renewal subject to mutual agreement.

Applicants should possess a Bachelor's degree, preferably a Master's degree, and several years of relevant post-qualification experience in the education sector as well as in publicity and marketing. A high level of proficiency in both English and Chinese (Cantonese and Putonghua), along with excellent interpersonal and organizational skills, is essential. The successful candidate should be self-motivated, able to multitask, and capable of working independently. A proven track record in programme publicity will be an advantage. Applicants with less experience may be considered for the position of Project Assistant.

For information about 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 **29 August 2025**. 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. 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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