

Assistant Manager (Marketing and Reputation Management) (Ref: 2600073) Office of Institutional Data and Research

The Office of Institutional Data and Research is seeking a proactive and professionally skilled multimedia designer to execute innovative multimedia marketing projects for enhancing the University's global presence and reputation within the higher education sector. Key responsibilities include:

- Provide creative ideas and art design directions for digital marketing campaigns and multimedia design projects;
- Create visual contents, including but not limited to leaflets, backdrop design, souvenir products, promotional materials, etc., particularly targeting international peer universities, higher education leaders, and industry partners;
- Support the University's participation in global summits and engagement events, including on-site engagement, logistic arrangements, photography support;
- Liaise and collaborate with vendors for video production and other multimedia design projects;
- Provide administrative and clerical support to the Office for its operational needs;
- Perform other duties as assigned by the Office Director or his delegates.

Applicants should meet the following requirements:

- Hold a recognized Bachelor's degree, preferably in graphic design, creative media, communication, or a related field;
- Have at least 2 years of post-qualification experience, preferably in an academic or research setting;
- Proficient in Adobe Creative Cloud Suite (particularly Illustrator, Photoshop, InDesign);
- Proactive, independent, with good interpersonal and communication skills, attentive to details and able to work under pressure;
- Have good command of English and Chinese, both written and spoken;
- Have knowledge and experience in video editing and photography is a significant advantage; and
- Occasional overseas travel is required.

Applicants who have responded to previous advertisement (Ref: 2501197 and 2501341) for the same position is under consideration and need not reapply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term 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 appointee will hold a substantive rank of Executive Officer II in the University.

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 **16 February 2026**. 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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