

Marketing and Communications Officer/ Marketing and Communications Associate (Ref: 2600117)
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 work closely with the Research and Impact Team to develop strategies to promote research and engagement activities locally and internationally; produce compelling content in written, visual and video formats for use across multiple communication channels, including the website, blog, X, LinkedIn and other social media platforms; identify new opportunities to enhance the positive impact of our research and engagement activities; manage initiatives to connect with research partners; liaise with departments and centres to promote research, impact, knowledge transfer and engagement activities; collect, track and report on research and engagement activities across departments and centres; organise international seminars and events; and perform other duties as assigned by the supervisor. Occasional travel may be required. The appointment will be for a period of two 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 work 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.

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 Project Officer/ Project Assistant 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 **1 April 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.

Further information about the University is available at <http://www.eduhk.hk>.

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