

**Executive Officer II (Ref: 2500319)**  
**Academy for Applied Policy Studies and Education Futures**

The appointee will be responsible for providing a wide range of outreach and engagement as well as admission support to the Academy and programmes, organising promotions and events for the Academy and projects, as well as managing social media platforms and carrying out general administrative duties as required. He or she will support the team in seeding and energizing different levels of collaborations and networks in Hong Kong, the Greater Bay Area, the region and beyond. The appointee will also be required to work closely with internal and external parties in discharging the responsibilities and to perform other duties as assigned by the supervisors.

Applicants should have a Bachelor's degree with several years of full-time post-qualification marketing and communications working experience, preferably in education/ tertiary institutions. They should also have high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua), proficiency in Adobe Creative Cloud Suite (particularly Photoshop, Illustrator, InDesign, Premiere and After Effects) and photography, good communication and analytical skills, be literate in computer applications, be attentive to details, and have strong sense of responsibility. They should also be self-motivated, mature, able to work independently and adaptable to changes.

Experience in coordinating event/ projects with universities/ organisations in Mainland China will be an advantage. Working outside office hours and Hong Kong may occasionally be required. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to mutual agreement.

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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 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 **31 March 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/jobsoff/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>.

**EdUHK is an Equal Opportunities Employer.**