

Hong Kong Shue Yan University

Communications and Public Affairs Office

Position Vacant: Supervisor of Communications and Public Affairs Office

Responsibilities

- Manages HKSYU's multimedia platforms: Content curation & Posting (Website / YouTube / Facebook / Instagram / LinkedIn / WeChat / Xiaohongshu)
- Prepares reports, feedback and recommendation on social media engagement
- Handles digital-branding related promotions
- Assumes role of Chief Writer of Shue Yan Newsletter
- Assists in organising interviews with professionals
- Work with team members to conceptualize and implement communications strategies and campaigns
- Provides administrative support to HKSYU
- Provide assistance to tasks assigned by the Director of the Office.

Qualifications

Applicants should have:

- (1) University Degree or above
- (2) At least 5 years of experience in communication, journalism and/or related fields of work
- (3) Proficiency in spoken & written English, Chinese (Cantonese and Putonghua)
- (4) Well-versed in MS Office applications
- (5) Excellent communications and interpersonal skills and be a good team player

Application Procedure

Applicants should apply by sending:

- (1) a cover letter
- (2) a complete CV
- (3) the application form which can be downloaded from <https://www.hksyu.edu/en/snippets/external-vacancy> and
- (4) indicate expected salary

Please send the above documents to Ms. Janice Lai via e-mail: mylai@hksyu.edu.

Application Deadline

5 August 2024, or until the position is filled.

**Only shortlisted candidates will be contacted. Personal data collected will be used for staff recruitment purposes only.*