

## **Hong Kong Shue Yan University**

### **Communications and Public Affairs Office**

**Position Vacant:** Corporate Communications and Alumni Affairs Officer

#### **Responsibilities**

- Assist in implementing communication strategies to promote a positive image of the University
- Support the Director of CPAO and management team in drafting speeches, presentations, letters, and media interviews
- Provide assistance in public affairs, media relations, and issue management activities
- Contribute to the development of strategies aimed at expanding the alumni network
- Support the creation of collaborative relationships with alumni organizations globally
- Assist in preparing proposals, reports, and publicity materials for alumni initiatives and newsletter publications
- Provide logistical and administrative support for fundraising campaigns and events
- Collaborate with internal departments and external partners to promote alumni relations
- Assist in managing the office's website and social media channels to maintain active communication with the University's stakeholders

#### **Qualifications**

Applicants should have:

- (1) A University degree or above, preferably in Journalism, Communications, PR & marketing discipline.
- (2) Good communication and organization skills, and a high sense of ownership.
- (3) Fluent in spoken and written English and Chinese (Cantonese and Putonghua)
- (4) Knowledge of Multimedia Design, Graphic Design, Creative Media, Advertising or related disciplines is an advantage.
- (5) Proficient in design software such as Adobe Creative Cloud (Photoshop, Illustrator, InDesign) is a plus.
- (6) Multi-tasking abilities and able to cope with fast-paced environment

**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 salary expected

Please send the above documents to Ms. Janice Lai via e-mail: [mylai@hksyu.edu](mailto:mylai@hksyu.edu).

**Application Deadline**

31 May 2026, or until the position is filled.

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