

## Hong Kong Shue Yan University

### Alumni Liaison Officer

#### **Job description**

- Implement strategic plan for strengthening alumni network
- Liaise with internal and external stakeholders on alumni-related affairs;
- Prepare proposals, reports and publicity materials for alumni projects and newsletter publication;
- Organize and provide marketing and logistics support for alumni events, visits and fundraising campaigns; and
- Assist in developing, designing and updating the office's website and social media platforms to connect with alumni;
- Collaborate with other administrative departments and external organizations to advance alumni affairs.
- Perform any other duties as assigned by supervisor.

#### **Requirement**

- A Bachelor's degree holder with at least 5 years of experience in business development, fundraising, or partnership management, preferably in an educational or non-profit setting.
- Excellent communication, interpersonal, and relationship-building abilities.
- Self-motivated and able to work independently as well as collaboratively in a team environment.
- Proficiency in IT skills especially at digital communication and social media platforms
- An excellent command of both written and spoken English and Chinese (including Putonghua)

Appointment will be made on a contract-based and renewable upon mutual agreement. The remuneration package will be commensurate with qualifications and experience.

Applicants should send a completed application form, resume and Cover Letter to Associate Vice President (Student Affairs), Office of Student Affairs, Hong Kong Shue Yan University, 10 Wai Tsui Crescent, Braemar Hill, North Point, H.K or via email at [osa\\_alumni@hkisyu.edu](mailto:osa_alumni@hkisyu.edu)

Application form can be obtained [here](#).

Closing Date: Until the post is filled

***Only shortlisted applicants will be contacted. The information provided will be used solely for recruitment-related purpose. All applications will be destroyed after the recruitment exercise.***