

Admissions Officer (Multimedia Production)

Hong Kong Shue Yan University, Registry University Admissions Office

We are seeking a dynamic and organized Admissions Officer to join our team. You will play a pivotal role in multimedia production aimed at promoting of our programmes to attract local, mainland and overseas students.

Core Responsibilities:

1. Design and produce engaging multimedia content that aligns with current trends and is supported by marketing research for use on websites, YouTube channel and social media platforms including Facebook, Instagram, WeChat, and Xiaohungshu.
2. Produce high-quality video; experience in photo shooting is a plus.
3. Master editing and post-production processes to ensure top visual quality, incorporating music, sound effects and visual effects as needed.
4. Collaborate with internal teams to ensure content consistency and timely delivery.
5. Support various admission events (e.g. Info Day, education expos, school visits etc) and participate in additional ad-hoc projects for promotion of the University or programmes.

Key Requirements:

- A degree in Film & Media, Advertising, Marketing, or related field.
- A minimum of 2-3 years of relevant experience in video production.
- Proficient with video editing using Adobe Premiere and After Effects.
- Proficient in video production tools (cameras, lights and audio etc) and processes including pre-production, shooting and lighting.
- Familiarity with 3D animation, sound production, and/or graphic design is an advantage.
- Fluent in written and spoken English, Cantonese and Mandarin.

Application Methods:

1) Applicants should send a cover letter, an application form and a curriculum vitae (CV) with expected salary to the Director of University Admissions Office at newapp@hksyu.edu;

2) Application form can be downloaded at: <https://www.hksyu.edu/en/about/career/>).

Salary and Conditions of Service

Remuneration package will be competitive and commensurate with qualifications and experience. Appointment will be made on a fixed-term contract and renewable with mutual consent.

Review of applications will start as soon as possible and continue 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.