

Admissions Assistant/ Officer (Marketing and Admissions) (2-3 positions)

Hong Kong Shue Yan University, Registry
University Admissions Office

Job Highlights

- Event and marketing management at University Admissions Office (uao.hksyu.edu)
- Skills in administration and/or multimedia & digital marketing
- Fresh graduates are welcome

Core Job responsibilities:

1. Assisting various events including admissions talks, Info Day, school visits and education expos etc for programme and university promotion;
2. In charge of admissions duties such as admissions enquiries, applications and reporting etc;
3. Planning and managing SEO and SEM as online marketing with content management on social media;
4. Planning and implementing marketing projects not limited to video production, press release and websites management;
5. Supporting other ad-hoc admissions projects upon request.

Key Requirements:

- A diploma holder with minimum of 2 years working experience or university degree holder. Fresh Graduates are welcome.
- Great communication skills and proficient in English, Cantonese and Mandarin
- Skills and experience in multimedia and digital marketing are a plus

Application Methods:

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

2) Complete the application form which can be downloaded at <https://www.hksyu.edu/assets/careers/Application%20Form%20for%20nonAcademic%20Positions.doc>, and send it together with a CV to reg@hksyu.edu.

Closing Date: Until the post is filled.