



We will not process job posting under individual capacity. Please email this form to scmalumni@cityu.edu.hk

Employment Recruitment Form

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|-------------------|---|-------------------|---------------------|
| Company Name: | School of Architecture, The Chinese University of Hong Kong | | |
| Address: | Lee Shau Kee Architecture Building, CUHK | | |
| Business Reg. No: | | Tel No: | 39436512 |
| Company Website: | http://www.arch.cuhk.edu.hk/ | Fax No: | |
| Business Nature: | University | Product/Services: | |
| Owner Country: | Hong Kong | No. of Staff: | (local) (worldwide) |

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| Position Offered: | Project Assistant (Visual Communication & Digital Marketing) |
| Job Mode: <i>Please delete inappropriate</i> | Full Time / Part-time / Contract / Freelance |
| No. of Vacancies: | 1 |
| Contact Person: | Tammy Kong |
| Job Starting Date: | Jan 2023 |
| Job Description: | The appointee will be responsible for (a) designing visual communication materials for the School, including but not limited to posters, leaflets, banners, yearbooks, social media posts, website multimedia; (b) assisting in the development and production of or digital marketing materials or online courses for the School; (c) providing administrative and logistical support to School events, admissions and media activities; and (d) performing other tasks as assigned. |
| Job Requirement: (limit to 80 words) | (a) completed secondary education, preferably with post-secondary qualification(s) in Creative Media / Communication Design / Graphic Design / Multimedia Design or related discipline; (b) good aesthetic sense; (c) knowledge of photography, graphic design and video editing software (proficiency in Adobe Creative Suite, especially Illustrator, Photoshop, InDesign, Premiere Pro, After Effects, etc.); (d) a good command of written and spoken English and Chinese (including Putonghua); (e) Experience in digital marketing will be advantageous. Applicants should submit a portfolio showcasing their past graphic and/or multimedia works. |
| Salary*: | |
| Benefits: | Appointment will initially be made on a 2-year contract with contract-end gratuity commencing as soon as possible, renewable subject to good performance and mutual agreement. |
| Application Procedure: (1) Documents Required (2) Send to (3) Method - Fax/Tel no. - Mailing/Email address | Please apply online before 6 Dec 2022: https://cuhk.taleo.net/careersection/cu_career_non_teach/jobdetail.ftl?job=2200036C&tz=GMT%2B08%3A00&tzname=Asia%2FShanghai |
| Closing Date: (dd-mon-yyyy)#: | 6 Dec 2022 |

* Employer should ensure that the salary complies with the requirements of the Minimum Wage Ordinance (MWO) (CAP. 608).

The duration of the job posting is under the sole discretion of School of Creative Media (SCM). Normally, the job advertisement will be posted for two weeks.