

Assistant Global Affairs Manager (Ref: 2401439) Global Affairs Office

About Us:

The Education University of Hong Kong (EdUHK) is committed to advancing internationalization in higher education. Our Global Affairs Office plays a crucial role in promoting the university and its academic offerings to non-local and overseas students. We champion cultural diversity, enhance global learning experiences, and forge meaningful partnerships through innovative initiatives. We are seeking enthusiastic and experienced professionals who are passionate about promoting university programs and fostering global outreach to support our internationalization goals.

Key Responsibilities:

- Develop and manage international partnerships to promote the university's global presence.
- Arrange local and overseas visits for university representatives.
- Conduct market analysis to support outreach efforts.
- Collaborate with stakeholders to create contractual agreements with international partners.
- Engage with exchange students to promote cultural diversity and integration.
- Represent EdUHK at international events and coordinate joint initiatives with other universities.
- Plan and execute targeted global initiatives and activities, organize university events both locally and internationally.
- Manage agreements related to academic and research partnerships.
- Create multimedia content for digital platforms and maintain operational data and reports.
- Supervise support staff and develop marketing initiatives for brand exposure.

What We Offer:

- An engaging work environment that fosters collaboration with corporate and academic partners, government officials, and a diverse student community.
- A chance to play a pivotal role in advancing the university's internationalisation strategy and making a meaningful impact on global education.
- Access to professional development programs and clear pathways for career advancement to help you grow within the university.

Qualifications:

- A Bachelor's Degree with normally 2 years or more of relevant post-qualification experience.
- Strong communication and interpersonal skills, with the ability to work both independently and as part of a team.
- Knowledge and experience in international education, marketing, or partnerships are advantageous.
- Proficiency in multimedia content creation and data management.
- Excellent command of written and spoken English and Chinese (including Putonghua).
- Proficient in computer software applications for presentations and data management.
- Provide track record in organizing impactful events and achieving results related to internationalisation and student recruitment.
- A proactive, detail-oriented mindset, capable of adapting to a fast-paced environment.
- Willingness to work outside normal office hours and travel occasionally within Mainland China and overseas.
- A can-do spirit, a positive and proactive attitude, a pleasant and out-going personality, and a drive to success.
- Flexible and prepared for changes in job assignments are required.

If you are passionate about enhancing global education and building international partnerships, join us in shaping the future of global education at EdUHK!

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Executive Officer II in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 26 December 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.

