

JOB FAMILY – Administration and Operations

| | |
|---|---|
| Job Name | Graphic Designer/Communications Officer |
| Job Code | |
| Job Summary | This role provides support to the school development and communications office and supports all school communication materials (e.g. newsletters, school publications, graphic design) and maintains the school websites. Strong graphic design skills are essential. Knowledge of Wordpress is also key. |
| Main Accountabilities | <ul style="list-style-type: none"> • Support the design of a range of College media and publications for both internal and external use including magazines, Yearbook, online Annual Report, etc. • Develop and present creative, but professional ideas for publication content and design. • Liaise with outside local printers to produce publications and other materials • Support the maintenance and development of the College Wordpress-Based websites • Use PHP frameworks to support and build web applications • Editing/Proofreading of documents and publications • Photography of school activities • Assist with information gathering for College publications • Support the Development & Communications department with other tasks as required, including, but not limited to activities, alumni, sponsorship and scholarship. |
| Minimum typical education | School Certificate |
| Minimum typical experience | 3-4 years relevant experience |
| Core Professional / Technical Competencies required | <p>Abilities</p> <ul style="list-style-type: none"> • Strong skills in designing and producing high quality and creative publications using the Adobe suite of design programmes • Ability to develop creative and fresh ideas for incorporation into publications and documents. • Keen to stay up to date with professional design trends • Fluency in oral, written English; Cantonese (advantage) • Excellent interpersonal and organisational skills and able to balance busy workload to meet deadlines • Able to work collaboratively in a shared office space <p>Knowledge</p> <ul style="list-style-type: none"> • Strong knowledge of Wordpress • Understanding of designing newsletters and mailings using Mail Chimp • Ability to use PHP frameworks to develop web applications • Familiarity in programming using APIs • Ability to identify and implement technology to support and improve school communications |



Core Soft / Transferable
Competencies required

- Excellent communication and interpersonal skills
- Proactive and customer oriented
- Attentive to Detail
- Planning & Organisational Skills
- Follow-up
- Able to contribute to a team and work independently
- Creative and imaginative thinker, problem solver, flexible, capable of considering different perspectives
- Independent, competent to work under pressure

Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.