

JOB FAMILY – Administration and Operations

Job Name	Web Design and 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. A strong technical understanding of web design is required.
Main Accountabilities	<ul style="list-style-type: none"> • Support the production of a range of College media and publications including liaising with printers, editing content and designing elements of publications • Support the maintenance and development of the College websites and web applications • Editing/Proofreading • Assist with information gathering for College publications • Research grant/fundraising opportunities and track correspondence • Assist with information gathering for College publications • Produce various internal printed materials and graphic design elements throughout the year • Assist with school photography sessions, scheduling and liaising with the photographer • Assist with event or meeting set up or catering, when required • Assist with maintaining a database of College alumni and supporting alumni communications • Provide administrative support e.g. filing, typing complex and routine correspondence from rough draft, handwritten notes, machine dictation, or general verbal instructions • 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"> • Proficiency in MS Word, Excel and Other Microsoft applications • Experience producing high quality publications • Fluency in oral, written English; Cantonese (advantage) • Excellent interpersonal and organisational skills <p>Knowledge</p> <ul style="list-style-type: none"> • Applies good understanding of school's or department's major functions, work methods and procedures and their interrelation with other department's responsibilities and activities • Knowledge of iWork package and/or Microsoft Office programmes • Knowledge of the Adobe Suite of Design programmes • Familiarity with school or university communications programmes helpful

	<ul style="list-style-type: none"> • Proficient knowledge of modern web technologies e.g HTML, CSS, PHP • Experience in developing and maintaining themes for Word press • Ability to identify and implement technology to support and improve school communications
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Graphic design or web design experience • 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
<p>Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.</p>	