

JOB FAMILY – Administration and Operations

Job Name	Scholarship & Communications Officer
Job Code	
Job Summary	This role provides administrative support to the school development and communications office, the sports coordinator and the music department.
Main Accountabilities	<ul style="list-style-type: none"> • Provide administrative support e.g. sending electronic newsletters, sending electronic correspondence, maintaining files and excel spreadsheets, mail merges, and the like • Editing/Proofreading • Assist with maintaining a database of College alumni • Assist with information gathering for College publications • Produce various internal printed materials throughout the year • Assist with school photography sessions, scheduling and liaising with the photographer and coordination of photos for various publications • Support the maintenance of the College website and digital signage • Gather, edit and upload information for our weekly school newsletter • Send out various correspondence through Mail Chimp • Assist Sports Coordinator with tasks such as ordering of trophies and medals, field booking, referee booking, bus coordination, uniform distribution, etc. Tasks could also include being on-site at sporting events to assist in event coordination • Coordinate the school's in-school music programme which requires communication with parents, students and music department staff, coordination of student, teacher and room availability • Assist with event or meeting set up or catering, when required • Support the Development & Communications Manager 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 • Ability to use Mail Chimp database software and Wordpress • Mother tongue fluency in oral and written English essential • Fluency in oral and written Cantonese an advantage • Excellent interpersonal and organisational skills • Ability to multitask and meet deadlines <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of iWork package and/or Microsoft Office programmes • Knowledge of the Adobe Suite of Design programmes



Core Soft/Transferable Competencies required	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Problem solver• Proactive, self-starter• Friendly and Customer oriented• Very attentive to detail• Great planning & organisational Skills• Follow-up skills• Able to contribute to a team and work independently• Creative and imaginative thinker, flexible, capable of considering different perspectives and finding solutions• 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.	

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