

Project Officer / Project Assistant (holding a functional title of Multimedia Developer) (Ref: 2400217)

Faculty of Education and Human Development

The appointees should be familiar with cutting-edge technology (e.g. web, mobile apps, VR, AR, or MR) and support the development of digital learning resources and other multimedia production, including on-site photo and video shooting, image editing, post-production, and animation. He/she will work closely with the team to ensure that creative and innovative elements of learning and teaching are brought into the development of digital learning resources to provide better learning experiences for students. He/she will support the Faculty in maintaining the Innovation Hub on the Faculty website for sharing resources and good practices of learning and teaching, and provide technical and administrative support to Faculty projects.

Applicants should have a Bachelor's Degree, preferably with several years of hands-on working experiences in multimedia production, web design, e-learning, or related areas, preferably in tertiary institutions. Those with background in education will be advantageous. They should have high proficiency in English and Chinese; highly developed skills in multimedia production (e.g. Adobe Creative Cloud products, etc.); experience in LMS platforms and e-learning authoring tools and technologies; innovative with good artistic sense; good problem-solving, communication, project management, and organization skills. Immediate availability is preferred. Applicants with less experience will be considered for the post of Project Assistant. The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

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 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 20 March 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.

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

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