

Teaching Assistant (Ref: 2401404) Department Curriculum and Instruction

The Department of Curriculum and Instruction is seeking inspirational and energetic candidates as Teaching Assistants to support its growing scope of learning and teaching initiatives and endeavours. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop their career in higher education institutions.

Successful applicants will become part of a team of highly qualified educators, contributing to a wide variety of learning and teaching activities. Their responsibilities mainly include

Experiential learning in GBA duties:

- Planning, conducting, and assisting in a series of GBA experiential learning activities.
- Coordinating with partner organizations, providing support during fieldwork/trips, practicum, and workshops, and offering on-site technical support to lectures when necessary.
- Providing logistical and pastoral support to students engaged in GBA learning activities.

Teaching Administrative Support Duties:

- Assisting in the preparation and production of course materials and resources.
- Supporting the coordination and administrative tasks involved in organizing and managing local or international academic conferences.
- Providing support for various departmental learning and teaching project activities as assigned.

Applicants should have a Bachelor's degree, preferably a Master's degree, in Education with some experience in providing outreach/teaching support. They should have an excellent command of both written English and Chinese; proficiency in spoken English and Putonghua is preferred. They should also be self-motivated, well-organized, have good interpersonal and communication skills, work independently and collectively as good team members, and work under pressure. Those with experience providing teaching support in tertiary institutions will have an advantage. The appointment will be for a period of 24 months with the possibility of renewal.

For information on the Department of Curriculum and Instruction, please visit <https://www.eduhk.hk/ci/en/>.

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 on or before **26 December 2024**. 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/jobsoff/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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