

**Teaching Assistant (Ref: 2500301)**  
**Department of Social Sciences and Policy Studies**

The appointee will join the team of highly qualified educators in the delivery of a wide range of learning and teaching activities. Responsibilities mainly include (i) assisting in teaching activities, such as tutorial sessions, in-class case discussions, on-site technical support to lectures where necessary, etc., (ii) assisting in the preparation of course materials and administration; (iii) providing support to programme-related activities, such as fieldwork/trips, workshops, seminars, competitions, study tours, etc.; (iv) invigilating examinations and marking assignments under supervision; (v) providing supervisory and pastoral support to students; (vi) assisting in marketing and promotional activities; and (vii) performing any other duties as assigned by the recruitment Head.

Applicants should have a Bachelor's degree, preferably a Master's degree in public administration and policy, or management studies, with some prior experience in providing 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 and well-organized, have good interpersonal and communication skills, be able to work independently and collectively as good team members, and have the ability to work under pressure. Additionally, they may be required to work beyond regular office hours and travel outside Hong Kong. Those with experience in providing teaching support in tertiary institutions will have an advantage.

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 15 April 2025, 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>.

**EdUHK is an Equal Opportunities Employer.**