

Teaching Assistant (Ref: 2500402)
Master of Arts in New Media and Social Media
Academy for Educational Development and Innovation

The Academy for Educational Development and Innovation (AEDI) invites applications for a full-time Teaching Assistant position to support its expanding scope of learning and teaching activities. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

The appointee will join the vibrant AEDI team to support and organise a variety of learning and teaching activities in the Master of Arts in New Media and Social Media programme [MA(NMSM)]. Responsibilities mainly include: (i) assisting faculty and teaching staff in teaching courses; (ii) building good relationships with students to provide timely support and coaching for their well-being; (iii) organising and promoting a range of student activities and assisting in the implementation of projects related to student support, including students' mental health, academic advising, and career development; (iv) coordinating student visits in Hong Kong, the Greater Bay Area as well as overseas for outbound learning, such as study tours, field trips, and co-curricular and service learning; (v) working with different programme teams and other units at the university to strengthen the integration of student support service; and (vi) preparing plans and reports to communicate the impact and effectiveness of student support initiatives. The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should possess a Bachelor's degree, preferably a Master's degree in media, communication, or a relevant discipline. Relevant experience in providing teaching support and organising student activities in a tertiary institution is highly desirable. They should have a strong command of both written English and Chinese. Proficiency in spoken Putonghua is a must. They should be self-motivated, with strong problem-solving, communication, project management, and organisation skills. Candidates with experience in providing learning and teaching support in tertiary institutions will have an advantage. The successful candidate is expected to start in August 2025.

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 mid-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/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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