

**Teaching Assistant (Ref: 2500576)**

**Academy for Applied Policy Studies and Education Futures**

The Academy for Applied Policy Studies and Education Futures (AAPSEF) is seeking an inspirational and energetic candidate for the position of Teaching Assistant to support its expanding scope of learning and teaching initiatives. 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 AAPSEF team to deliver a variety of learning and teaching activities in programmes, e.g., the Master of Arts in Global Higher Education (MAGlobalHE) Programme. Responsibilities mainly include: (i) conducting various teaching/outreach activities (e.g., assisting teaching staff in teaching courses, on-site technical support to lectures, online support to the e-learning system, etc.); (ii) assisting in the preparation of course/promotion/administration materials; (iii) assisting in programme teaching coordination; (iv) providing online consultation and handling students' enquiries; (v) supervising students, providing pastoral support, invigilating exams, and marking assignments; (vi) organising and promoting a range of student activities and assisting in the implementation of projects related to student support; and (vii) performing any other administrative related duties as assigned. 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 education, higher education, international education, social science or in a relevant discipline. They should have a strong command of both written English and Chinese. Proficiency in spoken English and 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. Immediate availability is preferred.

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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 16 June 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

**EdUHK is an Equal Opportunities Employer.**