

Teaching Assistant (Ref: 2500610)
Department of Social Sciences and Policy Studies

The Department of Social Sciences and Policy Studies 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 the higher education sector.

The Teaching Assistant will assist in various teaching activities, such as tutorial sessions, in-class case discussions, fieldworks/trips, workshops, and provide technical support during lectures for the Bachelor of Arts (Honours) in Personal Finance. They will also help prepare course materials, administer assignments, provide supervisory and pastoral support to students, and assist with examination invigilation and assignment marking. The successful applicant will join a team of highly qualified educators to deliver various learning and teaching activities.

Applicants should have a Bachelor's degree, preferably a Master's degree, in finance, financial education or business studies and possess some experience in organizing student activities and providing teaching support. Proficiency in English and Chinese (Cantonese is a must, and Putonghua is preferred) and strong interpersonal and communication skills are required. The candidate should be self-motivated, well-organized, able to work independently and collaboratively as part of a team, and capable of working under pressure. Preference will be given to candidates with experience in teaching support in tertiary institutions.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **7 July 2025**. 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>.

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