

Teaching Assistant (Ref: 2500626) Department of Literature and Cultural Studies

The Department of Literature and Cultural Studies at The Education University of Hong Kong is seeking inspirational and energetic candidates for the position of Teaching Assistant to support its growing scope of learning and teaching initiatives. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop a career in higher education.

The successful applicants will join a team of highly qualified educators to deliver a variety of learning and teaching activities by July 2025. Responsibilities mainly include (i) planning, organizing and supporting in-class and extra-curricular activities for students; (ii) providing pastoral support to students; (iii) providing administrative support to courses/programmes; (iv) assisting with departmental and programme admissions; (v) serving as Secretary in course/department/programme meetings; (vi) occasionally traveling to mainland China to assist with activities as needed; (vii) providing administrative support for departmental teaching and learning initiatives, and (viii) performing other administrative tasks assigned by the department.

Applicants should have a Bachelor's degree, preferably a Master's degree, in Chinese Literature, Chinese Language and Chinese Culture, or other related areas, with some experience in organizing student activities and providing teaching support. They should be proficient in both English and Chinese (especially Putonghua), proficiency in spoken Cantonese is preferred. They should also be self-motivated, well-organized, have good interpersonal and communication skills, be able to work independently and collectively as a good team member and have the ability to work under pressure. Those with experience in providing teaching support in tertiary institutions will have advantages. The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

For information of the Department of Literature and Cultural Studies, please visit <https://www.eduhk.hk/lcs/en/>

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **2 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/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. 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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