

Teaching Assistant (Ref: 2500675)
Centre for Classical Chinese Education

The Centre for Classical Chinese Education (CCCE) is seeking inspirational and energetic candidates as Teaching Assistant to support its growing scope of learning and teaching initiatives. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their career in the higher education.

The appointee will join the team of CCCE to support the delivery of a wide variety of learning and teaching activities. Responsibilities include, but are not limited to: (i) conducting various teaching activities (e.g. tutorials, in-class case discussions, provide support to fieldworks/ trips, experiential learning activities, workshops, on-site technical support to lectures where necessary, etc.); (ii) assisting in the preparation of course/ promotion materials and administrative tasks, as well as supporting courses, seminars, workshops, interest classes, and other initiatives of the Centre; (iii) providing online consultation and handle students' enquiries; and (vi) performing any other duties as required by the supervisor(s).

Applicants should have a Bachelor's degree, preferably a Master's degree, in a relevant discipline with some experience in providing outreach/ 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, well-organised, with strong problem-solving skills, good interpersonal and communication skills, be able to work independently and collectively as a good team member and be able to work under pressure. Candidates with experience in providing learning and teaching support in tertiary institutions will have an advantage.

For information about the Centre for Classical Chinese Education (CCCE), please visit <https://ccce.eduhk.hk/>

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 on or before **8 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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