

Teaching Assistant (Two Posts) (Ref: 2500888)
Department of Curriculum and Instruction

The Department of Curriculum and Instruction 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 his/her career in the higher education institution. The appointment will be a period up to 2 years, subject to the appointee's qualifications and experience.

The appointee will join the teams of highly qualified educators in the delivery of a wide variety of learning and teaching activities. Responsibilities mainly include (i) to conduct various teaching activities (e.g. tutorial sessions, in-class case discussions, on-site technical support to lectures where necessary, etc.); (ii) to provide support to programme-related activities, such as fieldwork/trips, internships, workshops, seminars, etc. including those during off-office hours or on Saturdays; (iii) to assist in the preparation of course/promotion materials and administrative tasks; (iv) to provide supervisory and pastoral support to students, handling students' enquiries; (v) to invigilate examinations and marking assignments (vi) to engage in departmental academic project activities as assigned; (vii) to provide executive support to the Department in event management and other academic activities; serving as secretary in meetings; liaising with staff members, students and external bodies; (viii) to perform any other duties as required by the supervisor(s).

Applicants should have a Bachelor's degree, preferably a Master's degree, in Cultural Heritage or in a relevant discipline with some experience in providing 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 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 an advantage.

Salary will be commensurate with qualifications and experience.

For a contract period less than 2 years: Fringe benefits include leave and outpatient medical benefits.

For a 2-year contract: 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 **2 September 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.

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

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