

Teaching Assistant (Ref: 2600514)
Master of Arts in Belt and Road Business Communication and Administration
Academy for Educational Development and Innovation

As a rapidly expanding University's establishment which strives to become a hub of education development and innovation in the context of Hong Kong SAR, the Greater Bay Area, mainland China and beyond, the Academy for Educational Development and Innovation (AEDI) is seeking experienced and inspiring candidates to support our expanding learning and teaching initiatives.

The appointee will join the vibrant AEDI team to deliver a variety of learning and teaching activities in programmes, e.g., the Master of Arts in Belt and Road Business Communication and Administration [MA(BRBCA)] and will be responsible for:

- assisting in preparing and conducting lectures, tutorials, and laboratory sessions;
- helping with grading assignments, exams, and providing feedback to students;
- facilitating discussions and student engagement during class and office hours;
- supporting course-related administrative tasks such as managing social media accounts, maintaining student records and preparing instructional materials;
- providing supervisory and pastoral support and handling students' enquiries;
- assisting in organizing off-campus learning activities.; and
- performing other duties as assigned by the Director of AEDI and Programme Leader of MA(BRBCA) / their delegate(s).

Applicants for Teaching Assistant should have a Bachelor's degree, preferably with a Master's degree in business management, communication and media, public administration, linguistics, marketing, or a relevant discipline. Teaching experience is preferred. Applicant may be required to work outside normal office hours and on weekends occasionally.

All applicants should have excellent command of both written and spoken English and Putonghua (with Cantonese as an additional advantage); good management and interpersonal skills; and be attentive to details. They should be adapted to a multi-tasking work environment, have good IT literacy and mastery of AI applications. They should also be able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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 **14 July 2026**. 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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