

Educational Development Officer (Ref: 2400457) Centre for Learning, Teaching and Technology

The appointee will be responsible for supporting university-level initiatives and endeavours related to learning, teaching and technology, e-Learning and digital competency development, and various projects related to virtual teaching and learning (VTL). The role involves formulating and implementing the policies and strategies to promote the pedagogical use of Moodle learning management system (LMS), and providing multimedia design support for seminars, workshops and other activities. Other duties include delivering workshops, providing support for Moodle activities, handling enquiries from Academic/Teaching staff and students, designing promotional materials for activities, liaising with internal and external parties, collecting data, and preparing reports. The appointee will also be expected to carry out other duties as assigned by the Centre Director and Associate Directors. The appointment will be for a period of 2 years.

Applicants should possess a recognized Bachelor's degree with several years of post-qualification working experience in Education Technology, Information Technology, or Creative Media. Proficiency in design software such as Adobe Premiere Pro, Photoshop, and Illustrator is advantageous. Applicants should also have strong proficiency in both English and Chinese with fluency in Cantonese. Good analytical and problem-solving skills, attention to details, and excellent interpersonal and communication skills are necessary. Preference will be given to candidates with work experience in Moodle LMS and plagiarism checking systems. Applicants should be self-motivated and able to work independently as well as collaborate effectively as part of a team. Immediately available is preferred.

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 **6 May 2024**. 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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