

**Teaching Assistant (Ref: 2400414)**  
**Department of Social Sciences and Policy Studies**

The appointee will join the team of highly qualified educators in the delivery of a wide range of learning and teaching activities. Responsibilities mainly include (i) assist in various teaching activities (e.g. tutorials/laboratory sessions, in-class case discussions, providing support to fieldwork/trips, practicum, workshops, on-site technical support to lectures where necessary, etc.); (ii) assisting in the preparation of course materials and administration; (iii) providing supervisory and pastoral support to students; (iv) invigilating examination and mark assignments, and (v) handling marketing and promotional activities.

Applicants should have a Bachelor's in a relevant discipline, preferably in public administration and policy, or management studies, with some prior experience in providing teaching support. A Master's degree would be an advantage. 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 and well-organized, have good interpersonal and communication skills, be able to work independently and collectively as good team members and have the ability to work under pressure. Those with experience in providing teaching support in tertiary institutions will have an advantage.

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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 **7 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>.

**EdUHK is an Equal Opportunities Employer.**