

Educational Development Officer (Ref: 2100091) Centre for Learning, Teaching and Technology

The appointee will be responsible for providing server administration support for the development and implementation of Massive Open Online Course (MOOC) and Video-Based Learning Community (VBLC). Duties include establishing, refining and maintaining systems, designing user interface, modifying and refining back-end programs, liaising with internal and external parties, providing workshop support, and preparing reports. The appointee will also be expected to carry out other duties as assigned by the Centre Director. The appointment will be for a period of 24 months.

Applicants should have a Bachelor's Degree in Engineering, Computer Science, Information Technology, or a related discipline, with at least two years of post-qualification working experience in server administration, preferably gained in tertiary institutions. They should be familiar with Linux, Windows, and Web server administration, performance tuning and monitoring. Applicants with knowledge about Web application development, MySQL, PHP, and JavaScript will be an advantage. Knowledge about course management systems such as Moodle, Open edX will also be preferred but not a must. Applicants should be highly proficient in both English and Chinese languages (fluency in Cantonese is a must); have good analytical and problem-solving skills; be attentive to details, and with good interpersonal and communication skills. They should also be self-motivated and able to work independently or as a good team player. Immediate availability is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, 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 (i) a full CV and (ii) a completed [Declaration of Criminal Conviction Record](#) (which is obtainable from <https://www.eduhk.hk/irecruit/view.php?secid=54014>). **Review of applications will start from 7 April 2021, and will continue until the post is filled.** 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/jobsoff/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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