

Educational Development Officer (Ref: 2100345) Centre for Learning, Teaching and Technology

The appointee will be responsible for supporting university-level initiatives which aim to coordinate the promotional and dissemination work among various projects about virtual teaching and learning (VTL) and related academic integrity issues. The appointee will provide web design and graphic design support for a range of tasks. Duties include designing promotion materials (online and printed) for activities, providing support for publicity of workshops, liaising with internal and external parties, 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 2 years.

Applicants should have a Bachelor's degree in Creative Arts or Engineering-related disciplines with 2 years of post-qualification working experience. They should be proficient in design software, such as Adobe XD, Photoshop, and Illustrator. Preference will be given to candidates with knowledge about video editing, HTML5, CSS and content management systems such as WordPress. Applicants should be good in English and Chinese (fluent 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.

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 a full CV. **Review of applications will start from 30 July 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/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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