

**Educational Development Officer / Educational Development Assistant
(holding a functional title of Assistant Educational Development Officer)**

(Ref: 2100510)

Centre for Learning, Teaching and Technology

The appointee will be responsible for providing support on developing learning and teaching materials, and organizing STEM education, programming and Artificial Intelligence (AI) literacy activities for primary school students. Duties include conducting data collection and analysing collected data, providing teacher development for EdUHK students and in-service teachers, coordinating partner school recruitment, facilitating the formation of Communities of Practice (CoP) and handling reporting and finance matters. The appointment will be for a period of two years.

Applicants should possess a recognized Bachelor's degree preferably in Education, Psychology or related disciplines, with 2 years of post-qualification working experience, preferably in tertiary institutions. They should have knowledge in block-based programming, such as Scratch and Micro:bit. They should have proficiency in computer skills, excellent language skills in both English and Chinese (fluent in Cantonese is a must), competency in report writing, great attention to details, and good interpersonal and communication skills. Knowledge and experience in Artificial Intelligence (AI) education, video editing and graphics design will be an advantage. Immediate availability is preferred. Applicants with less experience will be considered for the position of Educational Development Assistant.

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 28 September 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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