

Educational Development Officer / Educational Development Assistant

(Ref: 2100552)

Centre for Learning, Teaching and Technology

The appointee will be responsible for supporting a university-level virtual teaching and learning (VTL) initiative which aims to coordinate the promotional and dissemination work among various VTL projects happening at faculty and departmental levels for better synergy and efficiency. Duties include developing Communities of Practice (CoPs) among academic/ teaching staff and students, publicizing good practices of VTL (e.g., through seminars, sharing sessions, workshops, videos), identifying suitable practices for further experimentation, administering surveys to assess the effectiveness of project deliverables, compiling reports and formulating policy recommendations related to quality assurance of VTL. 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 possess a recognized Bachelor's degree in Social Sciences, Science, Psychology, or related disciplines, with 2 years of post-qualification working experience, preferably gained in tertiary institutions. They should have proficiency in common e-learning tools, excellent language skills in both English and Chinese (fluent in Cantonese is a must), great attention to detail, and good interpersonal and communication skills. Applicants with knowledge and experience in promoting good practices of virtual teaching and learning and managing university-level projects will be an advantage. Immediate availability is preferred. Candidates with less experience may be considered for the post 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 22 October 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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