

Information Technology Officer (Ref: 2100635) Centre for Educational and Developmental Sciences

In support of the Government's Job Creation Scheme under the Anti-epidemic Fund 2.0, The Education University of Hong Kong has recently created over 40 positions covering a wide range of job functions and levels. This is in response to the difficult labour market situation in the wake of the pandemic, with an aim of providing employment opportunities for those with different skill sets, qualifications and years of experience. Applications are invited for the captioned position.

The Centre for Educational and Developmental Sciences (CEDS) is inviting applications for the position of an Information Technology Officer for the project "A multi-disciplinary study on the roles of Pedagogy and Parents in Children's Developmental and Educational Trajectories". Within the project, the appointee will produce videos and learning materials such as research notes to create a multi-media teacher learning package. The project aims to enhance the quality of interactions between kindergarten teachers and children.

The appointee's duties include scheduling and planning of video shoots, conceptualising and editing of videos focused on exemplary classroom interactions, producing video lectures and creating and designing research notes. He/she will also assist in data management, manage the centre's website, and perform any other duties as assigned by the Principal Investigator. The appointment will be for around 10 months.

Applicants should have a degree in Digital Media Production, Film, Creative Media, Communication, Social Sciences, Education or related disciplines. Knowledge with Adobe Creative Suite (e.g. Premier Pro, Photoshop & InDesign) or prior experience in media/ film production is a must. Prior experience in learning management systems such Moodle would be advantageous. Applicants should also have excellent written and spoken skills in English and Cantonese. Fresh graduates are welcome to apply.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 24 November 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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