

**Assistant Educational Development Officer (Ref: 2100660)**  
**(Holding the substantive rank of Educational Development Assistant)**  
**Centre for Learning, Teaching and Technology**

The appointee will be responsible for providing support for the Staff Professional Development (SPD) workshops, seminars, sharing sessions, and other related activities. Duties include coordinating and implementing activities; designing and creating promotional materials for activities; assisting with compiling and editing documents; analyzing data and preparing statistical reports for activities; liaising with internal and external parties; and carrying out other duties assigned by the Centre Director. The appointment will be for a period of two years, with the possibility of renewal subject to mutual agreement.

Applicants should possess a recognized Bachelor's degree preferably in Social Science, Arts or Education. They should have proficiency in English, Chinese and Cantonese; be attentive to details; have good interpersonal and communication skills; and be familiar with computer applications, such as Word, Excel, and PowerPoint. Preference will be given to applicants who are familiar with Adobe Illustrator and Photoshop. Immediate availability is preferred.

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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 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.

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

**EdUHK is an Equal Opportunities Employer.**