

Assistant Educational Development Manager (Ref: 2200729) Centre for Learning, Teaching and Technology

In support of institutional reporting, planning, and decision-making, the appointee will be responsible for leading the collection, compilation, analysis, and presentation of large-scale surveys on learning and teaching, graduate attributes, and programme outcomes. He/she will also promote the staff professional development (SPD) programme to EdUHK academic/teaching staff by developing staff induction activities, workshops on e-learning and digital competencies, seminars by local and international scholars, and international conferences. He/she will evaluate and review the SPD programme by setting quality assurance standards, conducting evaluation and compiling improvement plans and reports. The appointee will be expected to carry out other duties as assigned by the Centre Director.

Applicants should possess a recognized Bachelor's degree in Psychology, Social Sciences, or related disciplines, with at least 7 years of post-qualification working experience, preferably gained in tertiary institutions. They should have excellent analytical, data management, statistical computing, numerical reasoning, interpersonal, and communication skills (in both English and Chinese; fluent in Cantonese is a must). Applicants with sound knowledge of Qualtrics, SPSS and Rasch analysis with a track record of managing institutional surveys are preferred.

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 on or before **8 August 2022**. 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/jobsoff/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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