

Educational Development Officer/ Educational Development Assistant

(Ref: 2201254)

Centre for Learning, Teaching and Technology

The appointee will be responsible for supporting an inter-institutional virtual teaching and learning (VTL) initiative which aims to enhance the use of learning analytics available on the central learning management system (such as Moodle) to enhance student engagement, learning progression, and pedagogical adjustments. Duties include coordinating Community of Practice (CoP) activities among academic/ teaching staff in two universities (e.g., seminars, workshops, sharing sessions, interviews), assisting in evaluation exercise of the project, and compiling project reports. The appointee will also provide support in the designing of STEM activities, and implement relevant initiatives. The appointee will be expected to carry out other duties as assigned by the Centre Director and Vice President (Academic) and Provost. The appointment will be for a period of 1 year.

Applicants should possess a recognized Bachelor's degree in Education, Psychology, Social Sciences, 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. 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. 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 on or before **1 December 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/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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