

**Assistant Educational Development Officer (Holding the substantive rank of Educational Development Assistant) (Ref: 2300084)
Centre for Learning, Teaching and Technology**

The appointee will be responsible for providing educational development support for various activities in the Centre. Duties include drawing up and maintaining inventory of equipment and software licenses; liaising with colleagues for purchasing needs; arranging regular inspections of machinery and equipment; assisting with the organisation of staff professional development and student activities related to development of digital competencies, as well as learning and teaching in general. The appointee will also be expected to carry out other duties as assigned by the Centre Director.

Applicants should possess a recognized Bachelor's degree. Being familiar with website development, and having an interest in STEM, robotics, 3D printing, and/or other educational technologies will be an advantage. They should be proficient in English and Chinese (fluent in Cantonese is a must), have great attention to detail and good interpersonal and communication skills. Immediate availability is 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 **3 February 2023**. 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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