

**Project Officer (Holding a functional title of Educational Development Officer)/ Project Assistant (Holding a functional title of Educational Development Assistant) (Ref: 2300199)
Department of Curriculum and Instruction**

In support of the Government's Job Creation Scheme 3.0 under the Anti-epidemic Fund, The Education University of Hong Kong has created 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 appointee will be responsible for supporting an e-Pedagogy project which aims to develop a range of e-pedagogy and create multiple virtual classrooms for enhancing the quality of online learning and teaching.

The appointee is expected to provide the necessary administrative and technical support in designing, implementing, and evaluating the project. Main duties include developing interactive online learning and teaching packages by adapting and experimenting with innovative instructional design, multimedia, and relevant technologies, editing and/or supervising the development of instructional materials, e.g., video and web design/editing, working as a team to design online workshops and/or training materials for teaching and support staff, providing individual support/coaching to project members, facilitate workshop support and compile reports.

The appointee will also be expected to carry out other duties as assigned by the supervisor. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree, preferably a Master's Degree in Educational Technology, Information Technology in Education, Technology-enhanced Learning, Education, Psychology, Computer Sciences, or related disciplines, with several 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, great attention to detail, and good interpersonal and communication skills. Applicants with knowledge and experience in the development of learning and teaching materials, and project management will be an advantage. Immediate availability is preferred. Candidates with less experience may be considered for the post of Project 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. **Review of applications will start from 9 March 2023, 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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