

Teaching Assistant (Ref: 2300295)
Department of Curriculum and Instruction

[Appointment Period: 2 years]

The Department of Curriculum and Instruction is seeking inspirational and energetic candidates as Teaching Assistants to support its growing scope of learning and teaching initiatives and endeavours. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop his/her career in the higher education institution.

Successful applicants will join the teams of highly qualified educators in the delivery of a wide variety of the learning and teaching activities. Responsibilities mainly include (i) to conduct various teaching activities (e.g. tutorials/laboratory sessions, in-class case discussions, provide support to fieldworks/trips, practicum, workshops, on-site technical support to lectures where necessary, etc.); (ii) to assist in the preparation of course materials and administration; (iii) to provide supervisory and pastoral support to students; and (iv) to provide English or bilingual (Chinese and English) language support and services to undergraduate and postgraduate students, such as the provision of English, Chinese, or mixed-language workshops, consultations, events and the development of self-access learning materials.

Applicants should have a Bachelor's degree, preferably a Master's degree, in Education or in a relevant discipline with some experience in providing teaching support. Applicants possess a relevant professional teaching certificate, e.g. PGDE or qualification of Qualified Teacher Status (QTS) recognized by the Education Bureau of Hong Kong or other qualification of equivalence are highly preferred. They should have an excellent command of both written English and Chinese; proficiency in spoken English and Putonghua is preferred. They should also be self-motivated, well-organized, have good interpersonal and communication skills, be able to work independently and collectively as a good team member and have the ability to work under pressure. Those with experience in providing teaching support in tertiary institutions will have advantage.

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 **29 March 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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