



香港教育大學  
The Education University  
of Hong Kong

## Teaching Assistant (Ref: 2300563) Department of Curriculum and Instruction

[Appointment Period: 2 years]

The Department of Curriculum and Instruction is seeking an inspirational and energetic candidate as a Teaching Assistant to support its growing scope of learning and teaching initiatives and endeavors. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop their career in higher education.

Successful applicants will join teams of highly qualified educators in delivering a wide variety of learning and teaching activities. Under the guidance of mentors, his/her responsibilities mainly include (i) conducting various teaching activities such as tutorials, consultations, and in-class case discussions for pre-service/in-service teachers; (ii) assisting in the preparation of course materials (such as PPT, videos and lecture notes) and self-access learning materials on the e-platform; (iii) offering bilingual (Chinese and English) language support to undergraduate and postgraduate students, such as writing consultations and in-class simultaneous interpretation; (iv) providing administrative support for teaching activities, such as liaison with external and internal parties, management of e-platforms and database, organization of fieldwork/trips/academic exchange activities, on-site technical support, publication, publicity, and committee work and (v) performing other duties as assigned by mentors/the department head.

Applicants should have a Bachelor's degree, preferably a Master's degree, in Education or a relevant discipline, with sound knowledge of the Hong Kong education system and frontline practice. Applicants who possess a relevant professional teaching certificate, such as a PGDE or Qualified Teacher Status (QTS) recognized by the HK EDB or an equivalent qualification, are highly preferred. They should have a good command of both written English and Chinese, and proficiency in spoken English and Putonghua is preferred. Additionally, they should be self-motivated, well-organized, have good interpersonal and communication skills, be able to work independently and as part of a team, and have the ability to work under pressure. Applicants with frontline teaching experience are highly desirable.

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, and where applicable.

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 **6 June 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/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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