

**Educational Development Officer / Educational Development Assistant
(holding a functional title of Assistant Educational Development Officer)**

(Ref: 23001117)

Centre for Learning, Teaching and Technology

The appointee will be responsible for providing comprehensive administrative support for the Centre's learning and teaching initiatives. Responsibilities include assisting in organizing and facilitating Staff Professional Development (SPD) workshops, seminars, sharing sessions, and other relevant events; developing creative and compelling promotional materials to effectively promote Centre activities; analyzing data collected from activities and preparing accurate and insightful statistical reports; and responding promptly and professionally to inquiries from teachers and students at EdUHK. The appointees will also be expected to carry out other duties assigned by the Centre Director and Associate Directors. The appointment will be for an initial period of 2 years, with the possibility of renewal subject to good performance and mutual agreement.

For the position of Educational Development Officer, applicants should possess a recognized Bachelor's degree with several years of post-qualification working experience. Applicants should be proficient in English and Chinese (fluent in Cantonese is required). Additionally, applicants should have good analytical and problem-solving skills, a high level of computer literacy, attention to detail, and good interpersonal and communication skills. They should be self-motivated and able to work independently or as part of a team. Experience in programme administration and knowledge of creative applications are advantageous. Immediately available is preferred. Applicants with less experience will be considered for the position of Educational Development Assistant.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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 **4 October 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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