

Educational Development Officer (Ref: 2301313)
Artificial Intelligence and Digital Competency Education Centre

The appointee will be responsible for supporting curriculum development and administration to educational projects. Duties include developing teaching and learning materials for computational thinking development and coding courses to primary school students, editing and translating documents, organizing courses, writing reports, handling budget and payments, and creating promotional videos and posters. The appointee will be expected to carry out other duties as assigned by the Project Supervisor. The appointment will be for a period of around 2 years.

Applicants should have a Bachelor's Degree, preferably in Arts, Arts Management, Language, Educational Technology, Education, or related disciplines, and with two-year working experience. Applicants should be proficient in both English and Chinese (fluent in spoken Cantonese is a must), attentive to details, and with good writing skills. Immediately available is preferred. Knowledge in image and video editing tools like Illustrator and Premiere will be an advantage.

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 **5 December 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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