

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

(Ref: 2301319)

Centre for Learning, Teaching and Technology

The appointees will provide implementation support for several projects on the utilization of innovative technology in higher education as well as the promotion of artificial intelligence (AI) literacy and STEAM competency. Duties include developing and administering institution-wide surveys and interviews, conducting literature review on technology-related teaching and learning (e.g., generative artificial intelligence, metaverse, gamification), coordinating and collaborating with internal and external team members to implement and validate project platforms and deliverables, as well as conducting data cleaning and data analysis. The appointees will also be in charge of developing and reviewing resources and use cases, organizing workshops, courses, seminars and other activities for project dissemination. The appointees will conduct evaluation on project activities, prepare academic papers and reports, as well as performing other duties assigned by Centre Director and Associate Directors. The appointment will be for a period of 24 months.

For the position of Educational Development Officer, applicants should have a recognized Bachelor's Degree, preferably in Education, Psychology, Social Sciences, Artificial Intelligence, Computer Science, STEM and/or related disciplines with 2 years of post-qualification full-time working experience. They should have good written and verbal communication skills in English and Chinese (including spoken Cantonese), high capability of developing educational materials, good computer literacy, good analytical and problem-solving skills, as well as being attentive to details. They should be self-motivated to work independently, while possessing good interpersonal skills to work as a team member. Knowledge of AI, STEAM, metaverse, computer programming and using statistical packages such as SPSS and R will be advantageous. Immediately available is preferred. Applicants with less experience will be considered for the post of Assistant Educational Development Officer.

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 **7 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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