

Teaching Assistant (Ref: 2400167) Department of Literature and Cultural Studies

The Department of Literature and Cultural Studies at The Education University of Hong Kong is seeking inspirational and energetic candidates for the position of Teaching Assistant to support its growing scope of learning and teaching initiatives. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop a career in higher education.

The successful applicant will join a team of highly qualified educators to deliver a variety of learning and teaching activities. Responsibilities mainly include (i) assisting in various teaching activities (e.g. tutorial sessions, providing support to fieldwork/trips, practicum, workshops, on-site technical support to lectures where necessary, etc.); (ii) assisting in the preparation of course materials and administration; (iii) serving as Secretary in course/programme meetings; (iv) to provide supervisory and pastoral support to students; and (v) to invigilate examination and mark assignments.

Applicants should have a Bachelor's degree, preferably a Master's degree, in English Literature, Chinese Literature or in other related areas with some experience in providing teaching support. 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 advantages. The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **28 February 2024**. 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.