

Assistant Educational Development Manager (Ref: 2400283)
Artificial Intelligence and Digital Competency Education Centre

The appointee will be responsible for promoting Artificial Intelligence (AI) literacy by taking lead in planning and conducting courses, workshops and related learning and teaching activities. Duties include leading the development of learning and teaching materials and AI applications, organising and delivering courses and workshops, producing presentation materials and worksheets, developing questionnaires, collecting data for project evaluation, and writing project reports. He/She will be expected to carry out other duties as assigned by the Centre Director. The appointment will be for a period of around one year.

Applicants should possess a good Bachelor's degree preferably in Computer Sciences, Engineering, Mathematics, Sciences or related disciplines, with substantial years of post-qualification working experience, preferably gained in tertiary institutions or education sector. They should have good interpersonal and communication skills, the ability to work independently and work as a good team coordinator and player; have good computer literacy, good problem-solving skills; excellent written and verbal communication skills with high proficiency in written English and Chinese, and in spoken English and Cantonese. A good understanding of AI and a keen interest in promoting AI is preferred. Knowledge of online survey tools and data analysis is preferred.

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 **21 March 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.

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

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