

Educational Development Assistant (holding a functional title of Assistant Educational Development Officer) (Ref: 2400358)
Centre for Learning, Teaching and Technology

The appointee will be responsible for managing and maintaining IT assets under the Centre. Duties include maintaining internal infrastructure, equipment, and software licenses under the Centre; coordinating regular inspections and performing server administration tasks. The appointee will also be expected to assist in the Centre's workshops/seminars/activities for staff and students; to provide support in the development and production of innovative e-learning materials and websites for the Centre, as well as to perform other duties assigned by the Director, Executive Co-Director and Associate Directors. The appointment will be for a period of 2 years initially, with the possibility of renewal subject to satisfactory performance.

Applicants should possess a recognized Bachelor's degree in Computer Science, Computer Engineering, Multimedia, Educational Technologies and/or related discipline. Fresh graduates are welcome, and experience in server administration, website development, educational technologies and/or digital competence will be an advantage. Applicants should be good in English and Chinese (fluent in Cantonese); have problem-solving skills; be attentive to details; and with good interpersonal and communication skills. They should also be self-motivated and able to work independently or as a good team player.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **9 April 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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