

Teaching Assistant (Ref: 2400317)
Department of Science and Environmental Studies

Department of Science and Environmental Studies is inviting applications for the position of Teaching Assistant. We seek dynamic and inspiring candidates to support our expanding learning and teaching initiatives. This role is perfect for individuals looking to contribute to dedicated teams and elevate their careers in higher education. Successful applicants will be integrated into proficient educator teams that deliver diverse learning and teaching activities. Primary duties include assisting in various academic activities such as tutorials, laboratory sessions, in-class case discussions, field trips, practicums, and workshops. Candidates will also provide on-site technical aid during lectures and assist in preparing course materials and administrative tasks. Furthermore, the role involves participation in GBA experiential learning activities. This includes planning, implementing, and aiding in GBA experiential learning activities, liaising with partner organizations, and providing logistical and pastoral support to students involved in GBA learning activities. Additional responsibilities include supporting teaching and learning projects. This consists of assisting in creating and delivering course materials and resources and supporting various departmental academic project activities as assigned. The role includes student supervision, pastoral support, exam invigilation, and assignment marking.

Applicants for this position should hold a Bachelor's degree in Science, in particular Biology, Chemistry or related science disciplines, STEM education or related educational disciplines, or Environmental Science/Management or related disciplines, and preferably a Master's degree in Education or Science/Environmental related disciplines and have some experience in providing outreach or teaching support. They should have an excellent command of both written English and Chinese, with proficiency in spoken English and Putonghua. Candidates should be self-motivated, well-organized, and have strong interpersonal and communication skills. Working independently and collaboratively as part of a team is essential, and working under pressure is critical. Applicants with experience providing teaching support in tertiary institutions will be at an advantage. The appointment will be for 12 months, with the potential for renewal based on 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. **Review of applications will start from 30 April 2024, and will continue until the posts are filled.** 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>.

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