

Teaching Assistant (3 posts) (Ref: 2400326)
Department of Social Sciences and Policy Studies

The Department of Social Sciences and Policy Studies is seeking inspirational and energetic candidates as Teaching Assistants to support its growing scope of learning and teaching initiatives and endeavours. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop his/her career in the higher education sector.

Successful applicants will join the teams of highly qualified educators in the delivery of a wide range of the learning and teaching activities. Responsibilities mainly include (i) to assist in various teaching activities (e.g. tutorials/laboratory sessions, in-class case discussions, provide support to fieldworks/trips, practicum, workshops, on-site technical support to lectures where necessary, etc.); (ii) to assist in the preparation of course materials and administration; (iii) to provide supervisory and pastoral support to students; and (iv) to invigilate examination and mark assignments.

Applicants should have a Bachelor's Degree, preferably a Master's degree, in Education, Sociology, Geography, Business or Political Science 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 advantage. The initial appointment will be for two years with the possibility of renewal, subject to mutual agreement.

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 **24 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/jobsoff/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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