

Teaching Assistant (Ref: 2500299) School Partnership and Field Experience Office

School Partnership and Field Experience Office is seeking inspirational and energetic candidates as Teaching Assistant to support its growing scope of learning and teaching initiatives and endeavors. This is an exciting opportunity for those who wish to develop their career in higher education institutions.

Successful applicants will support highly qualified educators to deliver a wide variety of activities. Responsibilities include (i) conducting various teaching/outreach activities (e.g., field experience talks and workshop, in-class case discussions, on-site technical support to lectures, assist in partnership projects and events where necessary); (ii) assisting in the preparation of course/promotion materials and administration; (iii) assisting in curriculum development and instructional design; (iv) handling students' enquiries; (v) invigilating examination and marking assignments; (vi) providing support to local and non-local experiential learning activities (work outside Hong Kong, such as the Greater Bay Area (GBA) and/or other parts of Mainland China, will be required occasionally).

Applicants should have a Bachelor's degree, preferably a Master's degree in Education with some experience in providing teaching support and instructional design. Possession a qualification of Qualified Teacher Status (QTS) recognised by the Education Bureau is a must. 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 and well-organised, 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 an advantage.

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 **26 March 2025**. 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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