

## Teaching Assistant (2 Posts) (Ref: 2500427)

### Department of Science and Environmental Studies

The Department of Science and Environmental Studies invites applications for the position of Teaching Assistant. We seek experienced and inspiring candidates to support our expanding learning and teaching initiatives. This role is ideal for individuals eager to contribute to dedicated teams and advance their careers in higher education. The initial appointment will be for a period of 2 years, with the possibility of renewal subject to performance and mutual agreement.

#### Key Responsibilities:

- Assist in academic activities, including tutorials, laboratory sessions, in-class case discussions, field trips, practicums, and workshops, including those during off-office hours or on Saturdays.
- Provide technical support during lectures and assist in preparing course materials and administrative tasks.
- Participate in GBA/overseas experiential learning activities by planning, implementing, and supporting these activities, coordinating with partner organizations, and offering logistical and pastoral support to students.
- Support teaching and learning projects by assisting in developing and delivering course materials and resources and engaging in departmental academic project activities as assigned.
- Assist in assessing and marking students' assignments.
- Supervise students, provide pastoral support, invigilate exams, and grade assignments.

Applicants should have a Bachelor's degree, preferably with a Master's degree in Education or Science/Environmental-related disciplines. Candidates should have extensive experience in providing outreach or teaching support. Excellent command of both written English and Chinese, with proficiency in spoken English and Putonghua, is required. The ideal candidate will be self-motivated, well-organized, and possess strong interpersonal and communication skills. Working independently and collaboratively within a team is essential; candidates must perform effectively under pressure. Applicants with prior experience providing teaching support at tertiary institutions will be preferred.

For information of the Department, please visit this website: <http://www.eduhk.hk/ses>.

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. **Review of applications will start from 16 May 2025, and will continue until the post is 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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