Teaching Assistant (Ref: 2500722)
Global Institute for Emerging Technologies – Future Team

[Appointment Period: 12 months]

The Global Institute for Emerging Technologies – Future Team (GIET-FT) is seeking an inspirational and energetic candidate for the position of Teaching Assistant to support its new MA programme focused on AI and future-ready talent development. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

Successful applicants will join the teams of highly qualified educators to deliver a wide variety of activities. Responsibilities include:

- Supporting the delivery of tutorials, in-class discussions, and workshops to foster active learning and student participation;
- Providing technical and logistical support to teaching staff in both online and face-to-face teaching settings;
- Assisting in preparing course materials, digital content, and promotional resources;
- Facilitating timely academic support for students through consultation sessions, academic advising, and targeted interventions, under the guidance of programme staff;
- Compiling reports, gather and analyze student feedback, and assist in evaluating the effectiveness of learning initiatives;
- Assisting in grading assignments, quizzes, and exams under supervision, ensuring timely and constructive feedback to students;
- Participating in regular team meetings to review course progress, share observations, and contribute to ongoing course improvement;
- Monitoring student progress and engagement, identifying potential challenges and referring cases to academic staff where appropriate;
- Supporting the organization and delivery of academic events, such as guest lectures, seminars, and student showcases.

The initial appointment will be for a period of 1 year, with the possibility of renewal subject to mutual agreement.

Applicants should hold a Bachelor's degree, preferably a Master's degree in fields such as curriculum and instruction, instructional design, educational technology, computer science, entrepreneurship education, STEM education and/or other relevant disciplines, along with experience in providing teaching support and organising student activities. They should have a strong command of both written and spoken English and Chinese. Candidates should demonstrate excellence in teamwork, maintain professionalism and communicate clearly with stakeholders. They should be attentive to details, responsible, and self-motivated, with proven strengths in problem-solving, communication, project management and organisation skills. Prior experience in supporting teaching and learning in tertiary institutions will be considered an advantage.

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 on or before **11 July 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.*

EdUHK is an Equal Opportunities Employer.

caringorganisation