

Teaching Assistant (Ref: 2500806)
Department of Health and Physical Education

The Department of Health and Physical Education (HPE) is seeking self-motivated and energetic candidates to support its growing scope of learning and teaching initiatives and endeavours. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

The successful applicant will join the team of highly qualified educators in the delivery of a wide variety of learning and teaching activities, as well as promotional initiatives. Responsibilities mainly include

- (i) assisting in various teaching/outreach activities, such as tutorial sessions, in-class discussions, on-site technical support to lectures (where necessary), experiential learning activities, site visits/field trips, workshops/seminars, as well as study trips (including GBA and overseas), etc.;
- (ii) supporting the preparation of course materials and administrative tasks;
- (iii) assisting in invigilating examinations and marking assignments under supervision;
- (iv) engaging with alumni and assisting in the development of an alumni networking group;
- (v) implementing marketing and promotional activities, such as establishing and managing programme social media accounts, video production, leaflet design, and outreach talks at mainland universities and education expos, etc.; and
- (vi) performing any other duties as assigned by the supervisors.

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

Applicants should have a Bachelor's degree, preferably a Master's degree, in Sports Coaching and Management or other related disciplines, with experience in providing teaching support. They should have an excellent command of both written English and Chinese; proficiency in spoken English, Cantonese and Putonghua is preferred. Knowledge of design software and applications, as well as experience in advertising and social media platform management, is a plus. Applicants should be self-motivated and well-organized, with strong interpersonal and communication skills to effectively liaise with internal and external stakeholders. They should be capable of working independently as well as collaboratively within a team, and be able to work under pressure. Additionally, they may be required to work beyond regular office hours and travel outside Hong Kong. Those with experience in providing teaching support in tertiary institutions will have an advantage.

For information on the Department of Health and Physical Education, please visit <https://www.eduhk.hk/hpe/en/index.html>.

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 **25 August 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/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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