

**Assistant Educational Development Officer (Ref: 2501313)  
Centre for Learning, Teaching and Technology**

The appointee will be responsible for providing educational development support for artificial intelligence (AI) and digital competency development activities of the University. Duties include assisting in organising staff professional development and student activities focused on the development of AI and digital competency; assisting in the implementation of the Peer Support of Teaching Scheme of the University; supporting the organisation of international conferences, symposia, forums, and seminars by developing promotional materials and handling enquiries; as well as enhancing learning and teaching practices. The appointee will also be expected to carry out other duties as assigned by the Centre Director or his delegate. The appointment will be for a period of 2 years initially, with the possibility of renewal subject to good performance.

Applicants should possess a recognized Bachelor's degree. Having an interest in educational technologies and digital competence will be an advantage. Applicants should be good in English and Chinese (including Cantonese and Putonghua); have good analytical and problem-solving skills; be attentive to details; and with good interpersonal and communication skills. They should also be self-motivated and able to work independently or as a good team player. Immediate availability is preferred and fresh graduates are welcome to apply.

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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 appointee will hold a substantive rank of Educational Development Assistant in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **28 December 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.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**