香港教育大學
The Education University
of Hong Kong

Teaching Assistant (Ref: 2600144)
Global Institute for Emerging Technologies – Future Team

[Appointment Period: 12 months]

The Global Institute for Emerging Technologies – Future Team (GIET-FT) is seeking a candidate for the position of Teaching Assistant to support its MA programme focused on AI and future-ready talent development. This is an opportunity for individuals who wish to contribute to the team and gain experience in higher education.

Successful applicant will join a team of educators to support a variety of executive and teaching activities. Responsibilities include:

- Assisting with MA programme promotion, admissions, enrollment, and internship arrangements;
- Supporting instructors and guest speakers with the delivery of courses and workshops to facilitate student learning;
- Providing technical and logistical support to teaching staff in both online and face-to-face settings;
- Assisting in preparing course materials, digital content, and other relevant resources;
- Participating in regular team meetings to review course progress and contribute to 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; and
- Facilitating academic support for students through consultation sessions and academic advising, under the guidance of programme staff.

In addition, this Candidate will also assist the program with the following tasks:

- Developing industrial outreach for the MA programme and liaison with partners; Managing social media accounts and digital presence for the MA program;
- Monitoring budgets and assisting with financial reporting and procurement;
- Compiling reports, gathering and analyzing student feedback, and assisting in evaluating learning initiatives; and
- Performing any other duties as assigned by Co-Director, Associate Co-Director or their delegate(s).

The initial appointment will be for a period of one 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 Educational Technology, Curriculum and Instruction, Computer Science, Entrepreneurship Education and Leadership, STEAM Education, or other relevant disciplines. Prior experience in supporting executive and teaching in tertiary institutions will be considered an advantage.

Applicants should have:

- A strong command of written and spoken English and Chinese;
- Good teamwork and communication skills;
- Strong skill sets in using educational technology tools and platforms;
- A responsible and detail-oriented approach to work;
- Self-motivation and strong problem-solving abilities; and
- Good project management and organizational skills.

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 **16 March 2026**. 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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