

Teaching Assistant (Ref: 2600145)
Department of Chinese Language Studies

The Department of Chinese Language Studies is seeking inspirational and energetic candidates as Teaching Assistant to support its growing scope of learning and teaching initiatives and endeavours. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop a career in the higher education sector.

The successful applicant will join the team of highly qualified educators in the delivery of a wide variety of learning and teaching activities. Responsibilities mainly include (i) planning, organizing and supporting in-class and extra-curricular activities for students; (ii) assisting in the preparation of course materials and administration; (iii) providing administrative support to courses/programmes; (iv) assisting with departmental and programme admissions; (v) serving as Secretary in course/department/programme meetings; (vi) occasionally traveling to mainland China to assist with activities as needed; (vii) providing administrative support for departmental teaching and learning initiatives, and (viii) performing other administrative tasks assigned by the department.

Applicants should have a Bachelor's degree, preferably a Master's degree, in a relevant discipline with some experience in providing outreach/teaching support. They should have an excellent command of both written English and Chinese; proficiency in spoken English and Putonghua is preferred. They should also be self-motivated, well-organised, have good interpersonal and communication skills, be able to work independently and collectively as a good team member and be able to work under pressure. Experience in teaching at the tertiary level will be an advantage.

For information of the Department of Chinese Language Studies, please visit <https://www.eduhk.hk/chl>

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 on or before **24 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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