

Educational Development Officer / Assistant Educational Development Officer (Ref: 2600678) Centre for Learning, Teaching and Technology

The appointee will be responsible for providing comprehensive administrative support for the Centre's learning and teaching initiatives. Responsibilities include assisting in organising and facilitating Staff Professional Development (SPD) workshops, seminars, sharing sessions, and other relevant events; developing creative and compelling promotional materials for Centre activities; analysing data collected from activities and preparing accurate and insightful statistical reports; and responding promptly and professionally to enquiries from teachers and students at EdUHK. The appointee will also be expected to carry out other duties assigned by the Centre Director. The appointment will be for an initial period of 2 years, with the possibility of renewal subject to good performance and mutual agreement.

For the position of Educational Development Officer, applicants should possess a recognised Bachelor's degree with 2 years or more of post-qualification work experience. Applicants should have proficiency in English and Chinese (fluency in Cantonese is required). Additionally, applicants should have good analytical and problem-solving skills, a high level of computer literacy, attention to detail, and good interpersonal and communication skills. They should be self-motivated and able to work independently and as part of a team. Experience in programme administration and proficiency in AI-assisted content creation and multimedia tools are advantageous. Immediate availability is preferred. Applicants with less experience will be considered for the position of Educational Development Assistant and will carry a functional title of Assistant Educational Development Officer.

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 **21 August 2026**. Applications which are incomplete or without the required documents will not be considered. Personal data provided by applicants will be used for recruitment and related employment 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>.

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