香港教育大學
The Education University of Hong Kong

Teaching Assistant (Ref: 2600948)
Department of Literature and Cultural Studies

The Department of Literature and Cultural Studies at The Education University of Hong Kong is seeking inspirational and energetic candidates for the position of Teaching Assistant to support its growing scope of learning and teaching initiatives. This is an exciting opportunity for those who wish to be part of a committed and enthusiastic team eager to develop a career in higher education.

The successful applicants will join a team of highly qualified educators to deliver a variety of learning and teaching activities. Responsibilities mainly include (i) supporting fieldwork and trips to the Greater Bay Area and overseas; (ii) assisting with teaching activities such as tutorial sessions, practicums, workshops, invigilating examinations, marking assignments, and providing on-site technical support for lectures when necessary; (iii) offering administrative assistance for courses/programmes; (iv) supporting department events and scholar's visits; (v) serving as Secretary in course/department/programme meetings; (vi) assisting with administrative tasks related to departmental teaching and learning initiatives, and (vii) performing other administrative tasks assigned by the department. The employee will be required to travel to mainland China and overseas to assist with course activities.

Applicants should have a Bachelor's degree, preferably a Master's degree, in Chinese/ English Literature, Chinese Language and Chinese Culture, or other related areas, with some experience in arranging GBA/overseas trips and teaching support in tertiary institutions. They should be proficient in both written and spoken English and Chinese (Cantonese and Putonghua). Strong communication, interpersonal, time management, problem-solving, organizational, and IT skills are required. They should be a good team player, able to work independently, highly attentive to detail, self-motivated and able to work under strict deadlines.

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 **18 November 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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