Educational Development Officer / Educational Development Assistant
(Ref: 2000071)
Centre for Learning, Teaching and Technology

The appointee will be responsible for supporting university-level online learning and teaching activities. Duties include developing theme-based materials on online learning and teaching (e.g., the use of new educational apps, promoting the security features in video conferencing software), conducting interactive workshops about online learning and teaching for staff and students, providing project management support for video production initiatives, assisting with data collection and data processing of the staff and student surveys on online learning and teaching, as well as carrying out other duties as assigned by the Centre Director. The appointment will be for a period of 1 year.

Applications should possess a recognized Bachelor’s Degree preferably in Psychology, Social Sciences, or related disciplines, with around 2 years of post-qualification working experience, preferably in tertiary institutions. They should have proficiency in common e-learning tools, excellent language skills in both English and Chinese, great attention to details, and good interpersonal and communication skills. Knowledge in Moodle, educational apps and simple video editing will be an advantage. Immediate availability is preferred. Candidates with less experience may be considered for the post of Educational Development Assistant.

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. **Review of applications will start from 12 August 2020, and will continue until the post is filled.** 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.

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