

Teaching Assistant (Ref: 2401361)
Department of Early Childhood Education

The Department is seeking inspirational and energetic candidates as Teaching Assistants 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 their career in higher education institutions.

Successful applicants will join the teams of highly qualified educators to deliver a wide variety of activities. Responsibilities include (i) conducting various teaching/outreach activities (e.g., tutorials/laboratory sessions, in-class case discussions, providing support to fieldwork/outreach, practicum, workshops, on-site technical support to lectures where necessary, etc.); (ii) assisting in the preparation of course/promotion materials and administration; (iii) providing online consultation and handling students' enquiries; (iv) invigilating examination and marking assignments; (v) providing support to outside classroom (including GBA and overseas) experiential learning activities, and performing any other academic-related duties as assigned. He/She may be required to work outside normal office hours and on weekends occasionally.

Applicants should have a Bachelor's degree or above in Education with some experience in providing teaching/outreach 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-organized, have good interpersonal and communication skills, work independently and collectively as good team members, and work under pressure. Those with experience providing teaching support in tertiary institutions will have an advantage.

For information on the Department of Early Childhood Education, please visit <http://www.eduhk.hk/ece/>.

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. **Review of applications will start from 6 December 2024, and will continue until the post is filled.** 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/jobopp/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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