香港教育大學
The Education University
of Hong Kong

Assistant Educational Development Officer (Ref: 2401503)
Centre for Learning, Teaching and Technology

The appointee will provide implementation support for several projects focused on utilising innovative technology in higher education and promoting artificial intelligence (AI) literacy and STEAM competency. Duties include assisting in the development, administration, and analysis of institution-wide surveys and interviews, conducting literature reviews on technology-related teaching and learning (e.g., generative artificial intelligence, metaverse, gamification), and coordinating and collaborating with internal and external team members to implement and validate project platforms and deliverables. The appointee will also assist in developing and reviewing resources and use cases, as well as organizing workshops, courses, seminars, and other activities for project dissemination. They will conduct evaluations of project activities, prepare academic papers and reports, and perform other duties assigned by the Director, Executive Co-Director, and Associate Directors. The appointment will be for a period of approximately 10 - 15 months.

Applicants should have a recognized Bachelor's Degree, preferably in Education, Psychology, Social Sciences, Artificial Intelligence, Computer Science, STEM, or related disciplines. They should possess strong written and verbal communication skills in English and Chinese (including spoken Cantonese), a high capability for developing educational materials, good computer literacy, strong analytical and problem-solving skills, and attention to detail. They should be self-motivated to work independently and possess good interpersonal skills to work effectively as a team member. Knowledge of AI, STEAM, the metaverse, computer programming, and statistical packages such as SPSS and R will be advantageous. Immediate availability is preferred.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits. The appointee will hold a substantive rank of Educational Development Assistant in the University.

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 **30 December 2024**. 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.

Further information about the University is available at *http://www.eduhk.hk*.

EdUHK is an Equal Opportunities Employer.

15 years+
同心展關懷
caringorganisation
Awarded by The Hong Kong Council of Social Service
香港社會服務聯會頒發