

Teaching Assistant (Ref: 2500315) Graduate School

The appointee will be responsible for providing administrative and teaching support to postgraduate programmes. Main duties include supporting various learning and teaching activities (e.g., consultation sessions, workshops/seminars, students' presentations and viva examinations, and providing technical support during lectures / workshops / seminars / examinations), assisting in the preparation of course materials and timetabling, administering the submission of assignments/theses, drafting administrative papers and reports, supporting programme and course administration, liaising with programme management personnel, departments and external bodies, and perform any other duties as assigned by the supervisor.

Applicants should have a Bachelor's degree, preferably a Master's degree, and possess some experience in providing administrative and/or teaching support to postgraduate programmes. Proficiency in both English and Chinese (both Putonghua and Cantonese preferred) is required, as well as strong interpersonal and communication skills. The candidate should be self-motivated, well-organized, able to work independently and collaboratively as part of a team, and capable of working under pressure. Preference will be given to candidates with work experience in local tertiary institutions.

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 **31 March 2025**. 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>.

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