

Teaching Assistant (Ref: 2400675)
Department of Social Sciences and Policy Studies

The Department of Social Sciences and Policy Studies 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 his/her career in the higher education sector.

The Teaching Assistant will be responsible for assisting in various teaching activities, such as tutorial sessions, in-class case discussions, fieldworks/trips, workshops, and providing technical support during lectures for the Master of Arts in Personal Finance Education. They will also help prepare course materials, administer assignments, provide supervisory and pastoral support to students, and assist with examination invigilation and assignment marking. The successful applicant will join a team of highly qualified educators to deliver a variety of learning and teaching activities.

Applicants should have a Bachelor's degree, preferably a Master's degree, in finance or financial education and possess some experience in organizing student activities and providing teaching support. 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 experience in providing teaching support in 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. **Review of applications will start from 15 July 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/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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