

THE HONG KONG POLYTECHNIC UNIVERSITY

EDUCATIONAL DEVELOPMENT CENTRE

Post Specification

Assistant Educational Development Officer I / Assistant Educational Development Officer II (Ref. 22041317-IE)

The mission of the Educational Development Centre is to enhance the quality of teaching and learning at the University and support the University's strategic initiatives in nurturing the development of all-round students with excellent professional competence. The Centre offers a variety of services, including short courses and workshops on teaching and learning, individual consultations, support for student learning outcomes assessment, teaching evaluation services, and activities which promote and support the use of educational technologies to enhance student learning. Please visit our [website](#) for more information about the Centre.

Duties

The appointee will be required to:

- (a) contribute to promoting the quality and advancement of assessment practices at PolyU through teaching development and scholarly activities;
- (b) provide support in the planning, coordination and implementation of institutional teaching and learning initiatives, particularly in the areas of enhancing assessment practice and using learning outcomes assessment for quality enhancement;
- (c) provide support to institutional processes for quality enhancement, e.g. through committee services, research studies and reporting writing;
- (d) contribute to the University-wide teaching development programme of workshops and seminars; and
- (e) perform any other duties as assigned by the Director of the Centre or her delegates.

Qualifications

Applicants should:

- (a) have a Master's degree in Education or a related discipline and at least five years of work experience in education development or related fields;
- (b) have a good understanding of university teaching and pedagogical approaches, with expertise in outcome-based approach and assessment practice;
- (c) have good English writing, communication and facilitation skills;
- (d) be proactive, self-motivated, and able to work independently and in a team.

Applicants with less experience/qualification may be considered for appointment at a lower salary band. The areas of work will be similar, but the appointee may play a more supportive role under the supervision of more senior colleagues.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 3 May 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

13 April 2022