Job Title: Instructional Assistant/Teaching Associate (IS)  
Department: Department of Information Systems, Business Statistics and Operations Management  
Job ID: 3970  

Job Posting Details

The appointee will (i) provide administrative support to the BBA (Information Systems) program on academic affairs and curricular development; (ii) advise students on their study plan; (iii) assist in planning/organizing co-curricular and student activities; (iv) assist in course preparation, conducting tutorials and laboratory teaching (e.g. systems analysis and design, applications programming, database administration, computer networking, IS auditing) and grading assignment; and (v) assist in other functions of the Department as required.

Applicants should have a bachelor’s and/or master’s degree in information systems or related disciplines with prior work experience in higher education institutions or student experience, particularly related to student/co-curricular activities. They should have a high level of English proficiency; good communication, organizational, presentation and interpersonal skills; outgoing personality; be able to work independently and as good team players. Relevant teaching experience and knowledge in any of the following areas: Excel VBA, UML, JAVA, R, Oracle, CISCO, Python, IS auditing, and business analytics will be an advantage. Flexible working hours may be required. (Duration: 1 year, renewable)

Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (http://jobs.ust.hk) and return it online to the Human Resources Office on or before Tuesday, 12 June 2018. Please note that applications will be processed on a rolling basis and interview may be arranged before the application deadline. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

Human Resources Office