

Maryknoll Convent School
(Secondary Section)
Teaching Assistant (STEM and Administration)

Maryknoll Convent School has been providing all-round, quality and affordable education for girls since 1925. Our mission is to develop in every student a thirst for knowledge, an ability to self-learn, and high moral standards so as to be contributing members of the community. Our school provides our staff members with a caring work environment in a beautiful campus setting where every individual is valued and respected.

We are now seeking a Teaching Assistant (STEM and Administration) to support our school-based STEM curriculum.

Key Responsibilities:

- Help organize, coordinate and support STEM programs, activities, events and other ad hoc projects
- Maintain STEM room
- Assist teachers in preparing learning materials, and conducting classroom and online activities
- Assist in data management, excel-programming and compilation of reports
- Provide administrative support and perform other duties as assigned

Our Requirements:

- Tertiary educational qualification in Science or Engineering fields
- Familiarity and experience with coding, drone programming, robotics, AR/VR, etc, preferred
- Strong MS Office (including Word, Excel and PowerPoint) skills
- Good language, communications and interpersonal skills
- Self-motivated, organized and can prioritize and work among multiple tasks

Salary: Up to \$20,000 commensurate with experience

Closing date of application: 20 August 2021

Please send a detailed resume with expected salary and availability to the Principal, Maryknoll Convent School (Secondary Section), 5 Ho Tung Road, Kowloon Tong, Kowloon or by email to [**gen_off2@mcs.edu.hk**](mailto:gen_off2@mcs.edu.hk)

Personal data collected will be used for the purpose of recruitment only.