

Senior Research Assistant / Research Assistant I (Ref: SRA/RAI/GS/0421) Graduate School

The appointee will be responsible for providing research support including but not limited to conducting literature review; data collection, data entry and analysis; preparation of presentations, manuscripts and reports, assisting in publication; liaison with partner universities; and performing other assigned duties, including administrative works. The appointment will be for a period of 12 months.

Applicants should have a Master's Degree plus at least one year of post Master's Degree full-time working experience, or a Doctoral Degree. They should also have a research background, relevant experience in conducting and managing research studies, and demonstrated expertise in the analysis of large and complex datasets. Applicants should have a good command of written and spoken English and Chinese; good administrative and organizational skills; and the ability to work independently and as a team member. They should be responsible, ethical, self-motivated, detail-minded, and mature. Preference will be given to those who have work experience in local tertiary education institutions, especially at postgraduate level. Candidates with less experience will be considered for the position of Research Assistant I.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

Application Forms are obtainable from (a) <http://www.eduhk.hk/hro/applyfor.htm>; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro3@eduhk.hk or by post to the above address on or before **16 April 2021**. Applications which are not made in prescribed form, or incomplete, or late, or not signed, or without the required supporting documents may not be considered. Please quote the reference number of the position in the application and mark "Strictly Confidential – Job Application" on the envelope. 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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