

Research Assistant I (Ref: RAI/LCS/0721)
Department of Literature and Cultural Studies

The appointee will be responsible for providing executive support to the “Picture Books for Life Education Project” by undertaking a wide range of duties, including but not limited to writing reports, handling relevant administrative paperwork, managing financial matters, translating from Chinese into English, liaising with external and internal parties, and performing ad-hoc tasks assigned by his/her immediate supervisor. The successful candidate will start working around mid-August 2021. The initial appointment will be for a period of 2 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor’s Degree in English, Translation, Language Studies, or any other cognate disciplines; excellent proficiency in oral and written English, as well as a good command of Chinese (Cantonese & Putonghua); good interpersonal skills and organisational skills, as well as the ability to work independently and collaboratively. Preference will be given to candidates with some relevant experience working as a Research Assistant or Project Assistant in the tertiary education sector.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 hro1@eduhk.hk or by post to the above address on or before **6 August 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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