

Research Assistant II (Ref: RAI/SSC/0921)
Department of Social Sciences

The appointee will be required to provide support to the Project/Grant Holder and or his/her delegate(s) on any research and scholarly activities, including literature review and preparation of proposals, conducting data analysis depending on the nature of the research, preparation and editing of research report(s) and any other forms of deliverables.

Applicants should have at least Level 2 or equivalent or above in five subjects including Chinese Language, English Language and Mathematics in HKDSE; or Grade E (Level 2) or above in five subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. Preference would be given to those who have a Bachelor's degree, and preferably a Master's degree, in business or education related major. Applicants should also possess skills in data analysis, education materials production and demonstrate computer literacy (i.e. use of MS Word, Excel, Chinese word processing, database creation and management). Good writing skills in both English and Chinese are required.

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 **24 September 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/jobsoff/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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