

Research Assistant I (Ref: 2100594)
Department of Curriculum and Instruction

The appointee will be responsible for providing administrative and research support to the project leader in planning and implementing a professional development programme and related projects. He/she will be responsible for programme administration; course and training material development; providing secretarial support to meetings, drafting reports and performing other related administrative and research duties as assigned by the project leader. The appointee will be required to work flexible hours during the course delivery period. The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree and preferably with relevant post-qualification full-time working experience. They should also have good interpersonal skills, communication skills and high proficiency in both written and spoken English and Chinese. They should be self-motivated and able to work independently. Applicants with a higher degree or relevant work experience in the field of education and research are preferred. Good organizational skills, analytical skills and good computer/information technology/ e-learning skills will be advantageous. Immediate availability is preferred.

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.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **3 December 2021**. Applications which are incomplete or without the required documents may not be considered. 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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