

**Research Assistant I (Ref: RAI/SEC/1121a)**  
**Department of Special Education and Counselling**

The appointee will provide a full range of support to the ongoing project, titled Diversity, Equity and Social Inclusion Research Group. He/she will be responsible to provide assistance to conduct qualitative and quantitative research; prepare research reports; liaise with internal and external parties; coordinate public activities, distribute survey(s), conduct interview(s) and/or any other forms of data collection; and analyze research data. He/she will be expected to perform any other duties as assigned by the project leader.

Applicants should have a Bachelor's degree, and preferably a Master's degree, with data analysis skills (i.e. SPSS) and demonstrate computer literacy (i.e. use of MS Word, Excel, Chinese word processing, database creation and management). Applicants should have a good command of English and Chinese (including Putonghua) and be able to work independently with good planning, organization and interpersonal skills. Applicants who have working experience in social media and/or are available immediately will be an edge.

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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 [hro1@eduhk.hk](mailto:hro1@eduhk.hk) or by post to the above address. **Review of applications will start from 7 December 2021, and will continue until the post is filled.** 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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