

**Research Assistant I (Ref: RAI/HPE/1121)**  
**Department of Health and Physical Education**

The appointee will be responsible for providing administrative duties and support to research activities, programme, committee and, promotion, liaising with students and external bodies; and performing any other duties as assigned by supervisors.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification working experience in universities. They should also have high proficiency in both English, Chinese and Putonghua, good interpersonal and communication skills, literacy in computer applications and the ability to work independently or as a team member. Relevant working experience in the local tertiary education sector will be an advantage. Immediate availability is preferred.

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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 on or before **8 December 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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