

**Research Assistant I (Ref: 2200519)
Research and Development Office**

[Appointment Period: 12 months]

The appointee will be responsible for providing support in research data collection exercises and implementing the initiative of Open Access of the University Grants Committee (UGC). Main duties include data collection on research outputs and projects, the open access status of journal articles; statistical analysis and reporting compilation of research data; and data manipulation and system work. He/she will also assist in monitoring the databases on research publications and projects; and performing other administrative work as assigned. The initial appointment will be for a period of one year, with the possibility of renewal subject to satisfactory performance and mutual agreement.

Applicants should have a Bachelor's degree, preferably with some relevant post-qualification working experience. They should possess an excellent command of spoken and written English, and strong literacy in computer applications such as MS Word, Excel, Access. They should be able to work under tight timeline, independent, multi-tasking, attentive to details and be highly self-motivated. Strong communication, interpersonal, and organization skills and a high sense of responsibility are also required.

For further enquiries about the post, please contact Ms Jacqueline Hui at cnhui@eduhk.hk.

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. **Review of applications will start from 10 June 2022, and will continue until the post is filled.** 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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