

Research Assistant I (Ref: 2200814) Graduate School

The appointee will be responsible for providing research support including but not limited to conducting literature review; data collection, data entry and analysis; preparation of presentations, manuscripts and reports, assisting in publication; liaison with partner universities; and performing other assigned duties, including administrative works. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree. Those with a Master's Degree or above will be preferred. They should also have a research background, relevant experience in conducting and managing research studies. Applicants should have a good command of written and spoken English and Chinese; good administrative and organizational skills; and the ability to work independently and as a team member. They should be responsible, ethical, self-motivated, detail-minded, and mature. Preference will be given to those who have work experience in local tertiary education institutions, especially at the postgraduate level.

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 **23 August 2022**. 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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