

Research Assistant I (Ref: 2200947)
Department of Literature and Cultural Studies

Project Title:

Provision of Services for Organising the 2nd Territory-wide Junior Secondary Quiz Competition
[Appointment Period: 5 months]

The appointee will be responsible for providing executive support to educational projects by undertaking a wide range of duties, including but not limited to data collection, writing reports, handling relevant administrative paperwork, helping designing education materials related to Chinese Language or Chinese history connected with psychology and counseling for primary and secondary students, assisting with compiling and editing documents, liaising with external and internal parties, and performing ad-hoc tasks assigned by his/her immediate supervisor. The successful candidate will start working around early November 2022. The initial appointment will be for a period of around 5 months.

Applicants should have a Bachelor's Degree in Chinese Language, Chinese History, History, Education, Psychology, Counseling or any other cognate disciplines. Experience in school teaching or counseling will be a definite advantage. They should have high proficiency in both English and Chinese (Cantonese and Putonghua), and excellent interpersonal and communication skills. They should also be self-motivated, and capable of working independently and collaboratively. Preference will be given to applicants who possess some relevant experience working as a Research Assistant or Project Assistant in the tertiary education sector. Immediate availability is preferred.

For further enquiries about the post, please contact Dr CHOY Yat Ling Elaine at ylchoy@eduhk.hk.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 **7 October 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/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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