

Research Assistant I (Ref: 2300110)
Department of Literature and Cultural Studies

Project Title:

Departmental Initiative on Strengthening Student Learning, Research, and Knowledge Transfer Activities

[Appointment Period: 12 months]

The appointee will be responsible for providing administrative support to projects and research-related matters in the Department. He/she will assist in drafting, copyediting and translating academic documents and perform other duties as assigned, including but not limited to administrative support to course implementation, departmental committees, academic activities and functions, and general office administration. He/she will carry out other duties as assigned by the supervisor. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree in English Literature, Chinese Literature, or in other related areas, preferably with a higher degree and relevant post-qualification full-time working experience, and some knowledge of research and publication. Applicants should have a high proficiency in both English and Chinese (Cantonese and Putonghua), good analytical capability, attentive to fine details, highly self-motivated, and able to work within tight timelines

For further enquiries about the post, please contact Prof YU Kwan Wai Eric at ekwyu@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 on or before **20 February 2023**. 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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