

Research Assistant I (Ref: 2300309)
Department of English Language Education

Project Title:

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

[Appointment Period: 12 months]

The appointee will be responsible for carrying out general administrative duties such as arranging conference, transcribing, data collection, managing websites, general chores related to research; and performing other duties as assigned by supervising officers. The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's Degree or above, preferably in English language studies or a related major. Applicants should have a good command of written and spoken English and Chinese, a good knowledge in computer applications (e.g. MS Word, Excel, PowerPoint, and web applications), and strong administrative skills in project coordination. Applicants should have good interpersonal and communication skills, and be able to work independently and as a team. Immediate availability is preferred.

For further enquiries about the post, please contact Professor Michelle Gu at mygu@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 **28 March 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. 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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