

Post-doctoral Fellow (Ref: 2300320) Graduate School

A qualified and highly dedicated person is sought for supporting various administrative and research activities / projects of the Graduate School. The appointee will be responsible for project management, drafting papers and proposals, and tutoring postgraduate students. He/She will need to provide support to the management and administration of different aspects of postgraduate programmes. The appointee may also be involved in other work such as teaching and assisting in the development of regulations and guidelines for postgraduate programmes.

Applicants should have a Doctoral degree in an area related to Social Sciences, Humanities or Education with good writing and communication skills. They should be highly proficient in English, Chinese and Mandarin, self-motivated and able to work under tight timeline. Applicants with relevant work experience in tertiary institutions are preferred.

For further enquiries about the post, please contact the Graduate School at gradsch@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 **31 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.

Further information about the University is available at <http://www.eduhk.hk>.

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