

Research Assistant I (Ref: 2300946)
Department of English Language Education

Project Title:

English Language Education for Students with Learning Diversity (LD) in Junior Primary
[Appointment Period: 8 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 8 months.

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 Dr Yiqi LIU at liuyiqi@eduhk.hk or Mr Denis WONG at dkh Wong@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. **Review of applications will start from 30 August 2023, and will continue until the post is filled.** 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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