

**Research Assistant I (holding a functional title of Elite Athlete Development Assistant Officer) (Ref: 2301086)**  
**Department of Health and Physical Education**

**[Appointment Period: 12 months]**

The appointee will be responsible for providing a range of career, academic and administrative support for the elite athletes admitted to study programmes; assisting Elite Athlete Development Assistant Manager in managing athletes' study arrangement and their all-round development; providing support to scholarship arrangement; providing executive support relating to academic programme management, projects, committee and working group support services, student matters and events; and performing any other duties as assigned by supervisors. 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 preferably with relevant post-qualification working experience. He/she should also have high proficiency in English, Chinese and Putonghua, excellent interpersonal and communication skills, literacy in computer applications and the ability to work independently or as a team member. Apart from being a self-starter, they should be dynamic and self-motivated; able to work under pressure and meet tight timelines. Relevant working experience in the local tertiary education sector will be an advantage.

For further enquiries about the post, please contact Dr Andy Tse at [andytscy@eduhk.hk](mailto:andytscy@eduhk.hk).

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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 the posts. Applicants should complete the [online application form](#) and upload a full CV on or before **4 October 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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