

Research Assistant I (Ref: 2400602)
Department of English Language Education

Project Title:

Becoming a Regional Leader in English Language Education and Language Policy: Teaching and Learning English Language in Multicultural and Multilingual Context

[Appointment Period: 6 months]

Applications are invited for appointment as a Research Assistant I in the Department of English Language Education. He/she will provide one-stop services for a wide range of administration duties of a multifaceted and large-scale project in the area of English Language Education, such as liaison, coordinating with different units at the University, promotion and registration, marketing, coordination of events, preparing for reports and proposals, and perform any other duties as assigned.

A bachelor's degree preferably with relevant post-qualification full-time working experience, or an approved qualification or equivalent standard. He/she should have strong interpersonal, writing and administrative skills. Excellent ability to communicate in both English and Chinese is required. He/she should also be a good team leader, attentive to details, highly self-motivated, and able to work under pressure. Preference will be given to applicants with administrative working experience in local tertiary education institutions, and understanding as well as experiences in the field of English Language and Education.

For further enquiries about the post, please contact Dr Lee Ju Seong at jslee@eduhk.hk.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and out-patient medical 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 **6 June 2024**. 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/jobsoff/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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