

Research Assistant I (Ref: 2501263)
Office of the President

[Appointment Period: 2 years (to commence as soon as possible)]

The Office of the President is seeking a motivated, detail-oriented, and highly capable Research Assistant to join our academic community. The successful candidate will play a key role in supporting research duties as assigned by the President or his delegates, e.g., editing academic papers and manuscripts, consolidating reference materials, and suggesting amendments to papers; preparing and reviewing papers/ reports/ letters/ speech/ correspondence/ presentation or other materials under the Office of the President; providing administrative support to various meetings in relation to Chinese Mainland affairs; working with various internal and external parties in discharging the responsibilities arising from research; and performing other duties as assigned by supervisor(s).

Applicants should possess a recognised degree, along with good organisational and communication skills. Proficiency in both English and Chinese (written and spoken) is essential. The candidate should be attentive to details and capable of managing tasks efficiently. S/he should be able to work independently as well as collaboratively within a team. Prior experience in organising academic conferences is an advantage.

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](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **12 December 2025**. 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>.

EdUHK is an Equal Opportunities Employer.