

Research Assistant I (Ref: 2501322)
Faculty of Humanities

[Appointment Period: 12 months]

The appointee will be responsible for providing a wide range of administrative support to the project team for a project titled "Research, Development and Mapping of a Curriculum Framework to Address Sustainable Development Goals (SDGs) at the Undergraduate Level". He/she will help coordinate the project implementation and promotion; assist in collecting data, conducting evaluations, preparing reports, and compiling materials; manage and maintain webpages; organise meetings and other dissemination activities; supervise student helpers; and perform any other duties as assigned by his/her Principal Project Supervisor (PPS). The successful applicant will be appointed for a period of one year.

Applicants should have a recognised Bachelor's degree preferably with several years of post-qualification work experience. They should be highly flexible and proficient in both English and Chinese (Cantonese and Putonghua) and have good analytical and problem-solving skills as well as interpersonal and communication skills. They should also be self-motivated, attentive to details, capable of working independently and multitasking. A high level of computer literacy is essential. Knowledge of project management and experience in education research in tertiary education settings will be an advantage. Immediately available is preferred.

For further enquiries about the post, please contact Dr Yip Cheuk Wai at chwaivip@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 **2 January 2026**. 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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