

**Research Assistant I (Ref: 2600246)**  
**Global Institute for Emerging Technologies – Future Team**

**[Appointment Period: 12 months, renewable during the funding period]**

The appointee will be responsible for supporting CRAC Projects by the Global Institute for Emerging Technologies – Future Team (GIET-FT), under the Academy for Applied Policy Studies and Education Futures (AAPSEF).

**Key Responsibilities**

- Primarily assisting GIET Future Team with its research and development projects, focusing on marketing, networking, industrial liaison, promotion and publicity;
- Applying strong aesthetic judgment to elevate the projects and GIET-FT's brand image through impactful visual presentation;
- Assisting in program marketing and promoting, including updating program brochures, webpage content, and managing social media accounts;
- Coordinating the layout of publications and creating posters, presentation decks, etc.;
- Managing training programs or seminars related to this project;
- Planning project-specific social events, networking sessions and activities to foster a peer community with strong engagement;
- Supporting the project team with project reports, meeting minutes, and logistics and future funding applications;
- Assisting the project team with equipment purchase, fundraising and partner development;
- Coordinating patent application and award applications;
- Initiating and energizing collaborations at multiple levels and establishing robust networks in Hong Kong, the Greater Bay Area, and globally;
- Taking on any other relevant assignments that might arise as the project unfolds;
- Performing other duties as assigned by the Co-Director and her delegate(s).

**Requirements**

- A recognized Bachelor's degree in fields such as marketing, e-commerce, leadership training, communications, or a related discipline;
- Relevant working experience in marketing and promotion of higher education programs, stakeholder management and research support is preferred;
- High proficiency in both written and spoken English and Chinese (Mandarin and Cantonese);
- Strong aesthetic sense and proficiency in design software (Adobe Photoshop, Illustrator, Canva, AI design software etc.);
- Ability to handle adjustments in 2D design works;
- Excellent teamwork, communication, and stakeholder management skills;
- Detail-oriented, responsible, self-motivated, mature, able to work independently, and adaptable;
- Experience in coordinating events/projects with universities/organizations in Mainland China will be an advantage;
- Candidates with demonstrated experience in content creation (e.g., TikTok, Xiaohongshu, web development) will be given prior consideration.

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 **17 April 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/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. 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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