

Research Assistant I (Part-time) (Ref: 2600647)
Centre for Entrepreneurship and Innovation Education

Project Title: Empowering EdUHK students to make societal impact through Entrepreneurship and Innovation Education

[Appointment Period: 12 months]

The appointee will provide administrative and operational support for various Entrepreneurship and Innovation (E&I) education initiatives. He/she will assist in planning and executing E&I programmes, workshops, and activities; coordinating with internal and external stakeholders; assisting in data collection, evaluation, and record and database management; preparing reports and promotional materials; providing logistical support for events; and performing other duties as assigned.

Applicants should have Bachelor's degree, preferably with relevant working experience in project administration, entrepreneurship education or related fields. They should possess strong interpersonal, communication and analytical skills, as well as a high level of proficiency in both written and spoken Chinese and English. They should also be proficient in computer applications (e.g., Word, Excel and PowerPoint) and AI tools. Applicants should be able to work independently and manage multiple tasks effectively. Appointee may be required to perform duties outside normal office hours occasionally.

For further enquiries about the post, please contact Ms Molly Cheung at mstcheung@eduhk.hk.

Salary will be commensurate with qualifications and experience.

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 **24 August 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. 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.

