

Research Assistant I (Ref: 2600789)
Department of Education Policy and Leadership

[Appointment Period: 12 months]

The appointee will provide research, project coordination and administrative support to the Principal Investigator and the Department. S/he will work closely with internal and external collaborators, participating organisations and relevant stakeholders to facilitate the planning, implementation, coordination and timely delivery of project activities and deliverables.

Key responsibilities will include:

- Assisting in the development, preparation and management of research instruments, study materials, project documentation and other deliverables;
- Supporting quantitative and/or qualitative data collection, data management, coding, analysis and the maintenance of accurate project records;
- Assisting with the coordination of project activities, meetings, communications and follow-up actions with collaborators, participating organisations and other stakeholders;
- Preparing research reports, presentations, meeting materials, correspondence, briefing notes and other dissemination or communication materials;
- Supporting the organisation of research-related events, workshops, meetings and engagement activities, including logistical arrangements and post-event follow-up;
- Assisting with the preparation and administration of ethics applications, progress reports, documentation for project monitoring, and other related reporting requirements;
- Maintaining systematic electronic and hard-copy filing systems, databases, schedules and records to support efficient project administration; and
- Performing other duties as assigned by the Principal Investigator and the Head of Department.

Applicants should have a Bachelor's degree, preferably with relevant post-qualification work experience. They should possess good organisational, communication and interpersonal skills; be responsible, proactive and detail-minded; and be able to work independently and effectively under pressure. Proficiency in written and spoken English and Chinese, as well as computer applications, is required. Relevant experience in research support, project administration or stakeholder liaison will be an advantage. Immediate availability is preferred.

For information of the Department, please visit this website: <https://www.eduhk.hk/epl/en/>

For further enquiries about the post, please contact Professor Zachary M Walker at zacharywalker@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 **18 September 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>.

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