

Research Assistant I (Ref: 2600747)
Department of Early Childhood Education

[Appointment Period: 12 months]

The appointee will be responsible for developing innovative ideas and visuals tailored for various platforms, including social media and physical campaigns; providing multimedia and admin support to engage with local and international community; and providing research support to ECE Department. Initial appointment will be made for a period of 12 months. Renewal of contract will be subject to mutual agreement and performance.

He/she will be responsible for (i) creating eye-catching visuals, animations, videos for social media platforms and activities (e.g. video reels, leaflets, outdoor backdrops, websites); (ii) coordinating with vendors and monitor progress to ensure high quality for print and digital publicity materials; (iii) refining creative production process and collaborate closely with cross functional teams; (iv) assisting in organising research conferences and seminars; (v) conduct data and event figures collection activities; (vi) preparing marketing research and post-event report; and (vii) providing other administrative support as assigned by the supervisor.

Applicants should have a bachelor's degree in Design, Creative Media, Visual Art, or a related discipline, preferably with some relevant post-qualification working experience in tertiary institutions. Applicants should also be highly proficiency in Chinese and English, and design and video tools such as Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, InDesign), Canva, Wix; have strong sense of creativity and design; be proactive, innovative, and able to work under pressure. Prior experience in graphic design or print production will be 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 **21 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.

Further information about the University is available at <http://www.eduhk.hk>.

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