香港教育大學
The Education University of Hong Kong

Senior Research Assistant (Ref: 2601005)
Department of Education Policy and Leadership

Project Title: Strategic AI Integration in School Administration
[Appointment Period: 6 months]

The appointee will provide research and administrative support to the project's Principal Investigator (PI). Under the theme of strategic AI integration in school administration, the principal investigator will collaborate with internal and external researchers and focus on studying the application of AI in school administration and management work.

The appointee(s) will be responsible for assisting the principal investigator in 1) processing related administrative work for the project; 2) conducting literature review; 3) qualitative data collection and analysis, 4) drafting research reports; 5) organizing knowledge transfer events; 6) providing secretarial support for the research team; and 7) performing any other duties assigned by the Principal Investigator. The appointment will be up to a period of 6 months, and the possibility of renewal is subject to mutual agreement.

Applicants should have a Master Degree in Education, Psychology, Sociology, Statistics, or related disciplines plus one year's post Master's degree full-time working experience, with high proficiency in English. Proficiency in Cantonese or Putonghua would be an advantage. Experience with qualitative and design-based methods is essential. Preference will be given to candidates who demonstrate strong academic performance, proficiency in quantitative and qualitative data analyses. Applicants should also demonstrate excellent communication and interpersonal skills, and be able to work independently and collaboratively. Immediate availability is preferred.

For further enquiries about the post, please contact Dr Lu Jiafang at lujf@eduhk.hk.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical 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 December 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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