香港教育大學
The Education University of Hong Kong

Research Assistant I (Ref: 2600996)
Research Centre for Chinese Literature and Literary Culture

Project Title: 宋代詔令中的思想史——以上帝、孔子、佛老為中心
[Appointment Period: 8 months]

The appointee will primarily assist the PI in finding, scanning, copying, and organising research materials that are related to the project for producing a subject database containing the most detailed data/ information/ reference works; performing basic duties such as categorising information and compiling statistical data under the PI's supervision.

In addition, appointee will need to assist the Research Centre with daily administrative tasks, ensuring smooth operations. The role involves assisting in overseeing student helpers, preparing project proposals, drafting reports, and supporting dissemination activities, planning and coordinating academic activities, and any other duties as assigned. He/She will also assist the Principal Investigator with his/her research project, such as including data collection, project planning, and report writing.

Candidates should possess a Bachelor's degree, with a preference for those holding a Master's degree in these fields, and have at least one year of relevant working experience. In terms of qualification requirements, priority will be given to applicants with backgrounds in Chinese Language and Literature, Chinese History, or Humanities with basic knowledge of the research methodology of the study of Chinese Literature and History. They should be highly proficient in both English and Chinese (Cantonese and Putonghua), attentive to fine details, self-motivated, able to work under tight timeline, and have good communication skills. Immediate availability will be an advantage.

For further enquiries about the post, please contact Dr Fung Chi Wang at chiwang@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 **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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