Research Assistant II (Ref: RAI/GS/0520)
Graduate School

The appointee will assist in managing and conducting research projects. He/she will carry out library and online search; prepare research proposal; conduct and transcribe interviews; perform data entry and analysis; prepare reports and manuscripts; assist in publication and administrative work; and perform other duties as assigned. The appointment will be for a period of 12 months.

Applicants should have at least Level 2 or equivalent or above in five subjects including Chinese Language, English Language and Mathematics in HKDSE; or Grade E (Level 2) or above in five subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent. They should have excellent command of both written and spoken English and Chinese. They should also be sensible, mature, attentive to details, able to multi-task with good and effective organizational and time management skills, and have a strong sense of responsibility to work independently.

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.

Application Forms are obtainable from (a) http://www.eduhk.hk/hro/applyfor.htm; or (b) the Human Resources Office, 3/F, Cho Kwai Chee Foundation Building, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro3@eduhk.hk or by post to the above address on or before 29 May 2020. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope. 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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