Research Assistant I (Ref: RAI/EPL/0819)
Department of Education Policy and Leadership

Duties of appointee include arranging interviews; transcribing; translating; conducting literature reviews and data analysis; writing report; and performing any other operational duties as assigned by the project investigator(s). The appointment will be for a period of 10 months, with the possibility of renewal subject to mutual agreement.

Applicants should possess Bachelor’s Degree in Education, Social Sciences or other related discipline; good planning, organization and interpersonal skills; capability of working in a multicultural work environment; and proficiency in both verbal and written English and Chinese communication skills. They should be a good team player or work independently. Literate in computer applications and post qualification full time working experience in academic research projects would be an advantage.

Interested parties please send application with full curriculum vitae and a separate cover letter (both in English) with highlights on career goals, relevant experience and skills.

For inquiries, please contact Dr Qian Haiyan (hqian@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.

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 hro1@eduhk.hk or by post to the above address on or before 21 August 2019. 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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