

**Research Assistant I (Ref: RAI/IE/0920)**  
**Department of International Education**

The appointee will be responsible for providing administrative support for research projects, including communication with schools, parents, and students; assisting with drafting and compiling reports and research literature; facilitating data gathering for research projects related to higher education internationalization and minority education; and performing any other duties as required. The appointment will be for a period of 12 months.

Applicants should have a Bachelor's Degree, preferably with a Master's Degree in Sociology, Education or related disciplines. They should have excellent organizational skills who work well independently and collaboratively; demonstrate strong verbal and written English, and be competent in computer applications (e.g. Excel, Access, PowerPoint, etc.). They should also have solid knowledge in using quantitative and/or qualitative software packages (e.g. SPSS, NVivo, etc.). Experience in organizing academic and community-oriented activities; conducting a research project; familiar with issues related to studies of higher education internationalization and education for minorities; and reasonable oral and written proficiency in Chinese that enables communication with the local community 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.

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](mailto:hro1@eduhk.hk) or by post to the above address on or before **2 October 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. Since the incumbent may engage in work relating to students in schools, prospective employee(s) may be requested to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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