Research Assistant I (Ref: RAI/SES/0720a)  
Department of Science and Environmental Studies

The appointee will provide research and administrative support to project on teaching development. He/she is responsible for reviewing the literature, developing research materials, recruiting participants, launching workshops, conducting focus-group interviews, data coding and analysis, drafting reports, and performing other duties as assigned. The appointment will be for a period of 12 months.

Applicants should have a Bachelor’s Degree in Education or equivalent. Teaching experience in local primary and/or secondary schools will be a plus. Applicants should have good organizational, problem-solving, interpersonal and communication skills. They should be adept at multi-tasking, and be able to work both independently and within a team. High proficiency in both written and spoken English and Chinese (Cantonese), as well as knowledge in computer applications are essential.

For information of the Department, please visit this website: http://www.eduhk.hk/SES.

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 24 July 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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