

**Research Assistant I (Ref: RAI/SSC/0920a)**  
**Department of Social Sciences**

The appointee will participate in projects that involve coordinating seminars and school visits, assisting in class preparation, observation and evaluation, as well as developing educational resources relating to class teaching. He/She will also be responsible for drafting reports/ papers/ proposals, organizing teacher education activities, and carrying out general administrative duties such as arranging meetings and keeping records; and performing any other duties as assigned. The appointee may need to travel outside Hong Kong and be flexible in working hours. The appointment will be for a period of around 8 months.

Applicants should have a Bachelor's degree, preferably in Education or a related discipline or an approved qualification of equivalent standard. Relevant post-qualification full-time working experience is preferred. Applicants should also have high proficiency in both written and spoken English and Chinese, sound analytical skills, effective interpersonal and communication skills, and strong PC skills including MS Office and Chinese Word Processing.

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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 [hrol@eduhk.hk](mailto:hrol@eduhk.hk) or by post to the above address on or before **29 September 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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