Senior Research Assistant / Research Assistant I (Ref: SRA/RAI/SPFEO/0820)
School Partnership and Field Experience Office

The appointee will be responsible for conducting literature review, data collection including administering questionnaires to academic / teaching staff, school principals / teachers and project participants and conducting interviews; transcribing qualitative data and performing qualitative and statistical data analysis; taking minutes; and drafting reports. Other duties include preparing research proposals, preparing and editing research reports and providing administrative support to scholarly activities. He/she will also be responsible for providing technology-based solutions for developing teaching and learning materials in e-learning formats; and developing on-line training platforms, tools and user guides. The appointee will be required to take charge of the Office’s website, develop online forms, supervise part-time student helpers, and perform any other duties as assigned. The appointment will be for a period of 12 months with the possibility of renewal subject to mutual agreement.

For the post of Senior Research Assistant, applicants should have a Master’s Degree, preferably in Statistics, Mathematics, Education or related disciplines, plus at least one-year post Master’s Degree full-time working experience, or a Doctoral Degree. For the post of Research Assistant I, applicants should have a Bachelor’s Degree in the above mentioned disciplines. Applicants should have good organizational, interpersonal as well as communication skills. They should be adept at multi-tasking, and demonstrate the ability to work both independently and as a good team player. Applicants should have high proficiency in both written and spoken English and Chinese. Knowledge in computer applications (e.g. Excel, Access, Chinese word processing) and SPSS statistical analysis is essential. Experience in academic research would 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.edu.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 hro4@edu.hk or by post to the above address on or before 4 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.edu.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.edu.hk.

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