

Senior Research Assistant / Research Assistant I (Ref: SRA/RAI/SPFEO/0920) School Partnership and Field Experience Office

The appointee will be responsible for providing research and administrative support to a project related to reflective learning by using e-portfolio. Duties include developing teaching and learning materials in e-learning formats, on-line training platforms, tools and user guides. Other duties include conducting literature review and data collection from academic / teaching staff and EdUHK students; performing qualitative and statistical data analysis; drafting reports; providing administrative support to scholarly activities; and performing any other duties as assigned by the Project Leader. 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.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 hro4@eduhk.hk or by post to the above address on or before **9 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.

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

EdUHK is an Equal Opportunities Employer.