

Research Assistant II (Ref: 2400609)
Department of Education Policy and Leadership

QEF-Funded Project: The Values Education for Entrepreneurial Spirit (VEES) virtual learning platform: Nurturing Students' Entrepreneurial Spirit and Sense of Belonging to the Greater-Bay-Area

[Appointment Period: 12 months]

The appointee will provide a wide range of administrative and secretarial support to Department of Education Policy and Leadership (EPL). He/She is responsible for developing research materials, conducting literature review, assisting in the coordination and administrative work of the project, supporting data collection and data analysis, writing papers/ reports, and performing any other duties assigned by the Project Leader or his/her delegate(s).

Applicants should have at least Level 2 or equivalent or above in five subjects including Chinese Language, English Language and Mathematics in HKDSE; or Grade E (Level 2) or above in five subjects including Chinese, English (Syllabus B) and Mathematics in HKCEE or equivalent, preferably at the executive level gained in tertiary education sector. They should have excellent command of both written and spoken English and Chinese (including Cantonese and Putonghua). They should be experienced in building virtual learning platform, preferably Rise 360. They should be adapted to a multi-tasking work environment, able to work under tight deadlines, and demonstrate the ability to work both independently and as a team.

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.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **18 July 2024**. Applications which are incomplete or without the required documents may not be considered. 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.