

Research Assistant I (Ref: 2400952)
Department of Early Childhood Education

Project Title: ECE Research and Honour Projects
[Appointment Period: 12 months]

The appointee will provide research and administrative support to the Departmental Research and Higher Degrees Committee (DRHDC) that aims to advance the research activity and setting in early childhood education.

He/she will be responsible for managing database of research projects and existing funded projects; providing departmental endorsement procedure to the ethical application and review for staff's and students' research projects; providing support on human resources tasks for research-related positions; providing support to the scientific journals led by department's academic staff; providing on-site support to various events, in aspects of event management and coordination; and perform other duties as assigned by the DRHDC.

Applicants should have a Bachelor's degree in Early Childhood Education, Journalism, Communication, Administration or other related disciplines. He/she should be highly responsible, intrinsically motivated, and able to work independently. Applicants should also have strong interpersonal communication and analytical skills, and high proficiency in both written and spoken Chinese and English. Applicants with strong PC skills (MS Office tools including Excel), knowledge of event management and work experiences in tertiary institutions will be preferable.

For further enquiries about the post, please contact Mr Cheng Yu Lung Eric at ericcheng@eduhk.hk.

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 **11 September 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>.

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