

**Post-doctoral Fellow / Senior Research Assistant (Ref: 2401036)
Office of the Vice President (Academic)**

The appointee will assist the Vice President (Academic) in overseeing various special projects and managing strategic initiatives and developments. To cope with the University's strategic priorities, the appointee will be responsible for providing support in seeding and energising different levels of collaborations and networks in Hong Kong, the Greater Bay Area, the region and beyond.

The appointee will be responsible for overseeing the projects related to STEAM education and education, preparing research proposals, preparing and editing research reports and providing support to research or scholarly activities. Duties include conducting literature review, conducting interviews, administering surveys and questionnaires, analyzing quantitative and qualitative data, and compiling statistical reports. He/she will also be responsible for developing and supporting school-based action research activities. He/she will liaise with key internal and external stakeholders, including the Senior Management, project team members, and international scholars, as well as performing other duties as assigned by the Vice President (Academic) and his/her delegates.

For the post of Senior Research Assistant, applicants should have a Master's Degree, preferably in STEAM, Education, Psychology, Statistics, or related disciplines, plus one year post master's degree full-time working experience or a doctorate. For the post of Post-doctoral Fellow, applicants who have a Doctoral degree, plus good publication record and track record in research experience will be considered for the post of Post-doctoral Fellow with at least one year of post-qualification experience in managing projects. Applicants should have strong leadership and coordination skills to manage projects in team settings, and the ability to handle challenging situations tactfully, strong presentation and negotiation skills to liaise with internal and external stakeholders, with strong interpersonal, organisation and communication skills, a high level of proficiency in both English and Chinese including Putonghua. Proficiency in computer applications (e.g. Excel, Access, Chinese word processing) and expertise in SPSS statistical analysis is essential. Knowledge in other statistical analysis software (e.g. MPlus, SAS) and experience in education or 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.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 27 September 2024, and will continue until the post is filled.** 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. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

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

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