



香港教育大學
The Education University
of Hong Kong

Senior Research Assistant (Ref: 2500241) Department of Chinese Language Studies

[Appointment Period: 24 months]

The Department of Chinese Language Studies is seeking inspirational and energetic candidate as Senior Research Assistant to support its growing scope of department's publications including International Journal of Chinese Language Education (IJCLE).

The successful applicant will join the team of highly qualified educators to provide a full range of administrative support to the department's publications, including IJCLE and other academic publications. Responsibilities mainly include: (i) coordinating with external and internal stakeholders involved in the publications; (ii) providing editorial, proofreading and administrative support; (iii) maintaining and updating the editorial system and website of IJCLE; (iv) preparing materials related to conferences, seminars, events, and other academic activities; and (v) performing any other duties assigned by the Head and his delegate(s).

Applicants should have a Master's degree plus one year's post master's degree full-time working experience, or a doctorate. Applicants with several years of relevant post-qualification working experience gained in the tertiary education sector is preferable. They should have an excellent command of both written English and Chinese; proficiency in spoken English and Putonghua is preferred. They should also be self-motivated, well-organised, have good interpersonal and communication skills, be able to work independently and collectively as a good team member and have the ability to work under pressure.

For further enquiries about the post, please visit <https://www.eduhk.hk/chl>.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include 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 **12 March 2025**. 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>.

EdUHK is an Equal Opportunities Employer.

