

Research Assistant I (Ref: 2500367)
Faculty of Humanities
[Appointment Period: 7 months]

The appointee will be responsible for providing a wide range of administrative support to the project team for implementation projects in relation to the Learning and Teaching Humanities with Innovative Technology. He/she will help coordinate the project implementation and promotion; assist in collecting data, conducting evaluations, preparing reports, and compiling materials; organise meetings and other dissemination activities; supervise student helpers; provide support to the ad hoc learning and teaching activities; carry out general administrative duties as required; and perform any other duties as assigned by the Principal Project Supervisors (PPSs) and Co-PPS. The successful applicant will be appointed for a period of 7 months.

Applicants should have a recognised Bachelor's degree with relevant post-qualification work experience. They should be highly flexible and proficient in both English and Chinese (Cantonese and Putonghua) and have good interpersonal and communication skills. They should also be self-motivated, attentive to details, capable of working independently and multitasking. A high level of computer literacy is essential. Immediately available is preferred.

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 April 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.

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

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