

Research Assistant I (Ref: 2500424) Global Institute for Emerging Technologies

[Appointment Period: 12 months]

The appointee will be responsible for supporting the Global Institute for Emerging Technologies (GIET), under the Academy for Applied Policy Studies and Education Futures (AAPSEF).

He/she will assist GIET in:

- Organizing and overseeing a variety of events and promotional activities for the Institute and its projects and programs;
- Initiating and energizing collaborations at multiple levels and establish robust networks within Hong Kong, the Greater Bay Area, and internationally;
- Monitoring and evaluate project progress and effectiveness;
- Providing comprehensive support for GIET activities, including orientation sessions, promotional efforts, writing reports, and logistics planning and execution;
- as well as any research, development and admin duties assigned by the supervisor.

The appointment will be for a period of 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree in fields such as marketing, communications, or management (in educational settings), preferably with relevant post-qualification full-time working experience in marketing and communications. Working experience in education or tertiary institutions is preferred. They should possess high proficiency in both written and spoken English and Chinese (Cantonese and Putonghua). Proficiency in common office software such as Microsoft Office and project management tools (e.g., Trello, Asana) is also required. Candidates should excel at teamwork, demonstrate professionalism and clarity in communication with stakeholders, be attentive to details, and have a strong sense of responsibility. He or her should also be self-motivated, mature, able to work independently and adaptable to changes. Experience in coordinating event/ projects with universities/ organizations in Mainland China will 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 30 April 2025, 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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