

Senior Research Assistant (Ref: 2500280)
Department of Early Childhood Education

Project Title: International collaboration support
[Appointment Period: 24 months]

The Department is looking for an energetic and motivated individual to support (i) the Department's research and its programmes and (ii) international collaborations. The duties include providing secretarial and executive support to different work groups, liaising with different parties local and overseas, drafting and implementing research plans and proposals, academic reports and papers, organizing / conducting surveys and benchmarking, troubleshooting IT and technical issues, and performing other tasks as assigned by the supervisors. The initial appointment will last for 24 months, with the possibility of renewal, subject to work performance and mutual agreement.

For the position of Senior Research Assistant, applicants should have a Master's Degree in psychology or education, plus one year's post-master's degree full-time working experience or a PhD degree or above. Applicants should have a good command of both written and spoken English and Chinese (including Cantonese), as well as good communication skills, multi-tasking abilities and the ability to work independently under pressure. Knowledge of computer software, such as Excel, WORD, and SPSS, is essential. Immediate availability is preferred.

For further enquiries about the post, please contact Dr Eva Lau at evalau@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. **Review of applications will start from 17 March 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.

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

EdUHK is an Equal Opportunities Employer.