

Research Assistant I (Ref: 2500765)
Office of the President

[Appointment Period: 2 years (to commence as soon as possible)]

The Office of the President is seeking a motivated, detail-oriented, and highly capable Research Assistant to join our academic community. The successful candidate will play a key role in supporting the organisation of a high-level international academic conference under the UNESCO Chair Programme, alongside providing on-going research and administrative support for the UNESCO-UNEVOC Centre (Hong Kong). Responsibilities include providing a wide range of administrative support for conference organisation; preparing promotional materials; coordinating with internal and external stakeholders; maintaining communication with UNEVOC network and external parties; assisting with research-related tasks, including literature review and preparation of presentation slides and bibliographies, and performing other duties as assigned by supervisor(s).

Applicants should possess a recognised degree, preferably in Humanities, Education, Social Sciences, Sociology or related fields, along with good organisational and communication skills. Proficiency in both English and Chinese (written and spoken) is essential. The candidate should be attentive to details and capable of managing tasks efficiently. S/he should be able to work independently as well as collaboratively within a team. Prior experience in organising academic conferences is 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 on or before **5 August 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.