

Research Assistant I (Part-time) (Ref: 2501221)
Department of Special Education and Counselling

Project Title: Support of Editorship Role for the Journal for the Education of the Gifted
[Appointment Period: 24 months]

The appointee will support the editor-in-chief in daily maintenance of manuscript submissions and processing. This includes submission tracking in manuscript submission platform (SAGE), communicate with managing editors, authors and reviewers, copy editing and proof reading, knowledge and application of APA 7th edition style format (required). Online meetings outside of normal working hours may be required.

Applicants should have a bachelor's degree or above, with a preference for those with a background in gifted education, psychology, or related fields. Prior experience in editorial roles or manuscript processing is preferred. Proficiency in both written and spoken English and Chinese is required. He / She should be able to work independently and under pressure while possessing strong interpersonal and organizational skills.

For further enquiries about the post, please contact Professor Jennifer L JOLLY at jenniferjolly@eduhk.hk.

Salary will be commensurate with qualifications and experience.

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 December 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.