

Research Assistant I/II (Ref: 2401118)
Department of Health and Physical Education

[Appointment Period: 12 months]

The Department aspires to be a leader in physical education (PE), health education, and sports science education locally, regionally, and ultimately internationally with a focus on educational research, development, and innovation. The department contributes to nurturing outstanding and caring physical educators and professionals to have a sustained impact on social progress and human betterment in Hong Kong and beyond. The Department is looking for academic staff who wish to join a group of committed colleagues whose focus is on the academic study of physical education, sports coaching and management, and sports science or related disciplines.

The appointee will be responsible for providing support to departmental committees/panels/meetings, coordinating course administration and offering plan, and providing general support to academic/teaching staff. He/she will undertake a wide range of duties liaising with external/internal parties; preparing proposals/reports, collecting and analyzing data and performing any other duties as assigned by supervisor. The appointment will be for a period of 1 year.

Applicants should have a Bachelor's Degree, preferably with post-qualification full-time working experience in programme, admission, preferably gained in tertiary institutions. He/she should have high proficiency in both written and spoken English and Chinese. He/she should also have excellent communication and interpersonal skills. He/she should be a good team player, attentive to detail, self-motivated and able to work under pressure. Immediate availability is preferred. Applicants with less relevant experience and lower qualifications may be considered for the post of Research Assistant II.

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 22 October 2024, 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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