

Research Assistant I (Ref: 2500224)
Department of Education Policy and Leadership

Project Title: Developing a New Master's Programme: Specialization on Digital Leadership & Development of New Master's Programme Proposal: Specialization on Organizational Change and Innovation in Education

[Appointment Period: 12 months]

The research assistant will work closely with faculty members, administrators, and other stakeholders to gather, analyse and synthesize critical data to inform the planning, design and implementation of a new Master's programme. Key duties include but are not limited to assisting in designing the structure, curriculum, and content of the programme, conducting market analysis, proposal writing and progress reports for internal and external programme review. The initial appointment will be for one year, with the possibility of renewal.

Applicants should have a Bachelor's degree in Education, Social Sciences, or a related field with relevant post-degree work experience. Experience in project coordination or programme development in higher education will be preferred. They should demonstrate strong organizational and project management skills, with excellent verbal and written communication capabilities.

For further enquiries about the post, please contact Dr Luo Jiahui Jess at jessluo@eduhk.hk or Dr Tsang Kwok Kuen at tkwokkuen@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 on or before **20 March 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/jobsoff/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>.

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