

## **HONG KONG SHUE YAN UNIVERSITY**

### **Business, Economic and Public Policy Research Centre**

#### **Position: Research Assistant/ Project Assistant (Full-time/ Part-time)**

#### **Job Duties**

The appointee will assist in implementing various projects at the research centre under the supervision of the Centre Director.

He/she will be responsible for the following tasks:

- literature review;
- data collection, entry, processing and analysis;
- supervising student helpers in data collection, entry and processing;
- drafting research reports; and
- other research and administrative duties as assigned by the Centre Director.

#### **Requirements**

Applicants should possess

- (i) a Bachelor's degree, preferably with some research/ project management experience;
- (ii) good command of both written and spoken English and Chinese;
- (iii) a strong sense of responsibility;
- (iv) good organizational skills, communication skills, interpersonal skills and analytical abilities;
- (v) good computer skills.

#### **Terms and Conditions**

The appointment will be made on the basis of a nine-month contract, with a possibility of renewal, subject to mutual agreement and funding availability. The remuneration package will be commensurate with qualifications and experience. Candidates with more experience/ higher qualifications will be considered for appointment at the Research Associate/ Project Officer rank.

#### **Application**

Applicants should send a completed application form, together with a cover letter and a curriculum vitae (CV) with expected salary to the Director of Business, Economic and Public Policy Research Centre at [exe\\_bepp@hksyu.edu](mailto:exe_bepp@hksyu.edu). Application form can be downloaded at <https://www.hksyu.edu/en/about/career/>. All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

***Closing Date: Until position is filled***