

Research Assistant

Department of Counselling and Psychology

The appointee will work on a project named "Provision of Services for Basic, Advanced and/or Thematic Courses for Teacher Professional Development on Catering for Students with Special Educational Needs for the 2024/25, 2025/26 and 2026/27 School Years".

Responsibilities

- Assisting in implementing research projects under the supervision of the Program coordinator and Project Manager, including literature review, data collection, entry, processing and analysis, draft report and other research duties assigned.
- Providing programme and secretariat support
- Liaising with internal and external parties
- Organizing events/functions/visits
- System work and office management
- Performing any other duties as assigned

Requirements

- Bachelor's degree or above
- Preferably with several years of post-qualification working experience
- Have good interpersonal and communication skills
- Proficiency in both spoken and written English and Chinese
- Literary in computer applications
- Self-motivated and able to work independently or as a team member

Immediate availability is preferred.

For enquiries, please contact Ms. Twinkle Lam via e-mail: sclam@hksyu.edu

Application Procedure

Applicants should send a letter of application together with curriculum vitae to the following address or by email:

Ms. Twinkle Lam

Department of Counselling & Psychology

Hong Kong Shue Yan University,

10 Wai Tsui Crescent,

Braemar Hill, Hong Kong

E-mail: sclam@hksyu.edu

Only shortlisted candidates will be contacted. The personal data collected will be used for staff recruitment purposes only.