

THE HONG KONG POLYTECHNIC UNIVERSITY

SCHOOL OF NURSING

Post Specification

Senior Project Fellow / Project Fellow / Postdoctoral Fellow / Project Associate / Project Assistant (Full-time/Half-time/Part-time) (eight posts) (Ref. 17081016)

[Appointment period: each for six months initially, with possibility of further appointment]

Duties

The appointees will assist the project leader in the project – “Enriching senior year places students’ learning experience through curricular and co-curricular activities in Hong Kong’s universities”. They will be required to:

- (a) provide overall coordination and support to the project;
- (b) liaise user departments, staff members and students of the University as well as other tertiary and sub-degree institutions regarding the development, implementation and evaluation of the project;
- (c) assist in developing and evaluating online platforms and interactive multimedia courseware;
- (d) coordinate curricular and co-curricular activities such as internalization-at-home programmes;
- (e) provide administrative and secretarial support to the project meetings;
- (f) monitor and follow up on the progress of the project;
- (g) develop and implement the data collection instruments (both quantitative and qualitative);
- (h) conduct literature review and focus group interviews;
- (i) input, analyse and manage the project’s quantitative and qualitative data;
- (j) assist in preparing manuscripts for publications;
- (k) assist in preparing progress and final reports of the project; and
- (l) perform any other duties as assigned by the project leader or her delegates.

Qualifications

Applicants for the **Senior Project Fellow** post should have a doctoral degree with at least 6 years of postdoctoral research/project experience or equivalent qualifications and experience.

Applicants for the **Project Fellow** post should have a doctoral degree with at least 3 years of postdoctoral research/project experience or equivalent qualifications and experience.

Applicants for the **Postdoctoral Fellow** post should have a doctoral degree and must have no more than 3 years of post-qualification experience at the time of application.

Applicants for the **Project Associate** post should have a master's degree or a good honours degree with at least 3 years of relevant research/project experience.

Applicants for the **Project Assistant** post should have an honours degree with some research/project experience.

Applicants should also have:

- (a) solid experience in project coordination and leading a team;
- (b) a good understanding of project execution in an environment like educational institutions;
- (c) knowledge of computer applications such as SPSS, SAS and Microsoft Office software such as Excel, Word, etc.;
- (d) good interpersonal and communication skills; and
- (e) a good command of both written and spoken English and Chinese.

Preference will be given to those with experience in managing teaching development projects at the university level.

Applicants are invited to contact Dr Kin Cheung at tel no. 2766 6773, fax no. 2364 9663 or email kin.cheung@polyu.edu.hk for further information.

Remuneration

For full-time appointments, a highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

For part-time appointments, the remuneration rates are HK\$583 per hour for the post of Senior Project Fellow, HK\$337 per hour for the post of Project Fellow, HK\$321 per hour for the post of Postdoctoral Fellow, HK\$159 per hour for the post of Project Associate, and HK\$111 per hour for the post of Project Assistant.

10 August 2017