

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF APPLIED SOCIAL SCIENCES

Post Specification

Full-time / Part-time Research Associate / Research Assistant (several posts) (Ref. 18040301)

[Appointment period: each for twelve months]

Duties

The appointees will assist the project leader in the research project – “Institute of Active Ageing”. They will be required to:

- (a) assist in literature review;
- (b) perform data collection including conducting interviews;
- (c) conduct data analysis;
- (d) handle documents including data coding and transcript;
- (e) prepare reports, presentation slides and/or other multimedia products; and
- (f) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should:

- (a) have a master’s degree preferably in Social Work, Gerontology, Social Sciences or Health Sciences for the posts of **Research Associate**; or an honours degree or an equivalent qualification in one of the said disciplines for the posts of **Research Assistant**;
- (b) have a good command of both written and spoken English and Chinese including Putonghua;
- (c) have good computer literacy including SPSS, MS Word, Excel and PowerPoint;
- (d) have good interpersonal and organizational skills; and
- (e) be a good team player and able to work independently.

Applicants are invited to contact Prof. Daniel W.L. Lai at tel. no. 3400 3018, fax no. 2773 6546 or email d.lai@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 for the posts of Research Associate and Research Assistant are HK\$162 per hour and HK\$113 per hour respectively.

3 April 2018