

THE HONG KONG POLYTECHNIC UNIVERSITY

DEPARTMENT OF APPLIED SOCIAL SCIENCES

Post Specification

Project Assistant (Ref. 18070413)

[Appointment period: twelve months]

Duties

The appointee will assist the project leader in the project - “Out-of-class learning: strength, approaches and feasibility”. He/She will be required to:

- (a) perform routine and administrative duties for the project;
- (b) manage data which is obtained from activities and research related to various out-of-class learning activities, strategies and platform implementations; and
- (c) perform any other duties as assigned by the Head of Department or his delegates.

Qualifications

Applicants should:

- (a) have an honours degree in Education, Psychology, Social Sciences or a related discipline;
- (b) have experience in conducting both quantitative and qualitative interviews and focus groups;
- (c) have knowledge of and experience in designing surveys and qualitative interview questions;
- (d) have good computer literacy including MS Word, Excel, PowerPoint, SPSS and IT tools;
- (e) have proactive attitude and outgoing mindset;
- (f) be self-motivated and organized; and
- (g) be a good team player and able to work independently.

Preference will be given to those with knowledge of modern learning technologies.

Applicants are invited to contact Dr Kevin Chan at tel no. 2766 7743 or email sskevin@polyu.edu.hk for further information.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

4 July 2018