THE HONG KONG POLYTECHNIC UNIVERSITY

INTERDISCIPLINARY DIVISION OF BIOMEDICAL ENGINEERING

Post Specification

Project Fellow / Project Associate (Ref. 17081105)
[Appointment period: twelve months initially, with possibility of further appointment]

Duties

The appointee will assist the project leader in the project - “Developing subject assessment: improving quality assurance”. He / She will assume the role of the Project Manager and Secretary of the University Working Group on Subject Quality Assurance (WGSQA) and be required to:

(a) conduct a review of current practices and compile the cluster responses in a report;
(b) draft the policy / measures based on the input from the working group and the consultant;
(c) organize dissemination seminar and / or workshop;
(d) collect cases to set up the case resource centre; and
(e) prepare the final report of the project.

Qualifications

Applicants for the Project Fellow post should have a doctoral degree plus at least three years of postdoctoral research experience or equivalent qualifications and experience.

Applicants for the Project Associate post should have a master’s degree or a good honours degree with three or more years of research/relevant work experience.

For both posts, applicants should also:

a) have knowledge of assessment at the higher education sector and experience in conducting educational research;

b) have experience in developing educational website and courseware;

c) have a good command of both written and spoken English;

d) have the ability to work independently; and

e) be responsible, adaptable and a good team player in interdisciplinary research settings.

Applicants are invited to contact Dr M.S. Wong at tel. no. 2766 7680 or email m.s.wong@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.

11 August 2017