

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education  
and Executive Development  
專業進修學院



The College now invites applications for the following post:

### School of Professional Education and Executive Development

**Research Assistant** (Ref. 231117-01)

**[Appointment period: twelve months, with possibility of extension]**

#### Duties

The appointee will assist the Principal Investigator in the Research Grants Council (RGC) funded project - “A Multimodal Discourse Analysis of Dynamic Handwritten Annotations as Visual Aids in Live Lecture Recording”.

The appointee will (a) conduct literature review, data collection and analysis; (b) coordinate and handle the procurement for the project; (c) assist the project team to comply with the project objectives, scope, timetable, and the expected deliverables; (d) assist in collecting, gathering, analysing and presenting data from work undertaken; (e) support the field surveys/interviews; (f) administer the pilot and formal surveys; (g) assist to plan, organise and manage of the related events of the project such as workshops, talks, exhibitions, and tours, etc.; (h) contribute to wider research project development and implementation; (i) organise demonstrations and sharing sessions to internal and external users; (j) conduct study and research topics for the production of educational materials, and (k) perform any other duties as assigned.

#### Qualifications

Applicants should have (a) an honours degree or an equivalent qualification, preferably in Systemic Functional Linguistics, Multimodality Discourse Analysis or related disciplines; (b) proficiency in qualitative and quantitative data analysis software; (c) positive work attitude, good analytical and interpersonal skills; (d) strong communication and interpersonal skills; (e) proficiency in English and Chinese; (f) a good command of MS Office tools; (g) ability to meet tight timelines for various tasks, and (h) self-motivation, sense of responsibility and ability to work independently.

Possession knowledge of software packages such as ELAN, LIWC-22, Multi-modal Analysis Video, MAXQDA will be an advantage.

## **Conditions of Service**

An attractive remuneration package will be offered.

## **Application**

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/) and send it to the Human Resources Office, College of Professional and Continuing Education via email [huoffice@cpce-polyu.edu.hk](mailto:huoffice@cpce-polyu.edu.hk). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the position is filled. Initial consideration of applications will commence in late-November 2023.

For enquiries/further information, please contact Dr Eric Cheung at 3746 0265 or via email [lokmingeric.cheung@cpce-polyu.edu.hk](mailto:lokmingeric.cheung@cpce-polyu.edu.hk).

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

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