

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. 231222-03)

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

Duties

The appointee will assist the Principal Investigator in the Research Grants Council (RGC) funded project - "The Echoes of Air Raids: An Exploration of Wartime Soundscapes through Literature and Print Media".

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) provide support in maintaining databases of surveys with multi-factorial output data; (f) contribute to wider research project development and implementation, and (g) perform any other duties as assigned.

Qualifications

Applicants should have (a) an honours degree or an equivalent qualification, preferably in Chinese/English Language and Literature, Translation Studies or related disciplines; (b) positive work attitude, good analytical and interpersonal skills; (c) proficiency in English and Chinese, and (d) self-motivation, sense of responsibility and ability to work independently.

Preference will be given to those with experience in archival research, translation, and literary close-reading analysis. Applicants who are familiar with protocols of working in special collections of libraries and archives, capable of discovering and organizing visual and textual materials and knowledgeable about modern Chinese literature will also be advantageous.

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/ and send it to the Human Resources Office, College of Professional and Continuing Education via email 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 early January.

For enquiries/further information, please contact Dr Hazel Chen at 3746 0491 or via email hazels.chen@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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