

CEDARS-Careers & Placement Section of The University of Hong Kong is seeking a proactive and highly motivated Part-time Student Research Assistant to work on research studies focused on employers' feedback towards recent HKU graduates.

The appointee will assist in conducting employer focus group meetings with representatives from various sectors, transcribing recorded discussions, collecting employer feedback, conducting qualitative analysis, and preparing study materials and reports. On-the-job training will be provided.

Job Title: Part-time Student Research Assistant

Department: CEDARS-Careers & Placement Section

No. of vacancies: 1

Salary: \$150 - \$200 per hour

Requirements:

- Currently pursuing a bachelor degree or above in a relevant field (e.g., Social Sciences, Business, Human Resources, or related study)
- Demonstrate research skills, excellent command of written and spoken English and Chinese (including fluent Cantonese)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with transcription software
- Strong analytical and problem-solving skills with excellent attention to detail
- Strong communication and interpersonal skills, with the ability to work both independently and collaboratively in a fast-paced environment
- Experience in academic data transcription would be an advantage.

This is a part-time position with working period from February to May 2025.

To apply, please log on to [NETjobs](#), search for the Job ID (**G2402282**) or copy and paste the [Job Link](#), and then submit your CV, cover letter, and examples of relevant work (if applicable). Applications will be reviewed on a rolling basis.

Application Deadline: 4 February 2025 (Tue)