Job Description: Research Assistant

Smart Lab
Large and Trustworthy AI for Healthcare

Role Summary

Smartlab is seeking a **part-time Research Assistant** to support the digitization, organization, and quality control of medical images and slides. This role is focused on process management and does not require expertise in algorithms or programming. The Research Assistant will collaborate closely with clinical departments, faculty, and vendors to ensure the production of high-quality materials and the maintenance of orderly workflows.
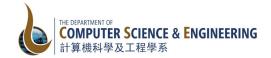
Key Responsibilities

- **Medical Imaging/Slide Digitization**: Coordinate acquisition and digitization of diverse materials (pathology slides/WSI, immunohistochemistry slides, cytology smears, radiology studies—DICOM CT/MRI/Ultrasound, intraoperative/macroscopic photos, related attachments). Handle equipment scheduling/operation and basic QC.
- **Archiving & Data Management**: Implement standardized file naming, directory structure, and metadata recording (case ID, collection date, device parameters, staining type). Maintain inventories and logs; ensure orderly storage, backup, and access control.

Required Qualifications

- Bachelor's or Master's degree in medicine, biomedical sciences, public health, management, or information-related fields preferred.
- Detail-oriented, reliable, with good time management and multi-tasking abilities.
- Effective communication and coordination skills with clinical teams, faculty, and vendors.

Preferred Qualifications

- Hands-on experience with imaging and slide digitization, including familiarity with pathology scanners, microscopy imaging, photography, and basic DICOM handling.
- Basic knowledge of imaging quality control (e.g., sharpness, exposure, color consistency, DICOM compliance checks).
- Prior experience in hospitals, research institutes, or lab assistant roles.

THE DEPARTMENT OF
COMPUTER SCIENCE & ENGINEERING
計算機科學及工程學系

香港科技大學
THE HONG KONG UNIVERSITY OF
SCIENCE AND TECHNOLOGY

How to Apply

Interested candidates are welcome to send their resumes, transcripts and other relevant materials to Prof. Chen's email: **jhc@ust.hk**. *Please indicate the application position in the subject of email.*