



香港資優教育學苑 The Hong Kong Academy for Gifted Education

Information Sheet for Intern Services Required

- 1) Period: From Sep 2020 to Aug 2021 (exact hours to be discussed), contract extension will be offered subject to good performance
- 2) Venue: The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, N.T.
- 3) Hourly rate: \$55 (Undergraduate)
- 4) Nature of internship: **To provide interns with practical office working experience and learning opportunities relevant to gifted education**

Affective Education Division (1 vacancy for undergraduate student)

| Intern | Tasks suggested | Major subject / strengths required |
|--------|--|--|
| 1 | <ol style="list-style-type: none">1. Assistance in programme implementation including student and parent programmes2. Assistance in research including literature review, data entry and report writing3. Assistance in programme administration and logistics | <p>Major subject Psychology/Education/ Social Work is preferred</p> <p>Strengths required</p> <ul style="list-style-type: none">● Good communication skills● Proficiency in using a variety of ICT software |

Advanced Learning Experiences Division (3 vacancies for undergraduate students or pre-undergraduate students)

* Period: From Sep 2020 to Feb 2021 (exact hours to be discussed), contract extension will be offered subject to good performance*

| Intern | Tasks suggested | Major subject / strengths required |
|--------|--|--|
| 3 | <ol style="list-style-type: none">1. Assistance in programme implementation including helping organising student events, preparing programme information, administrative support and logistic arrangement2. Assistance in designing advanced learning activities and programmes on any related subject disciplines3. Assistance in facilitating the student activities where appropriate | <p>Major subject</p> <ul style="list-style-type: none">● In the discipline of Media and Communication (e.g. Communication and new media; Social media; Journalism; Film and media studies etc.) or● In the discipline of humanities (e.g. arts and culture, history, and modern society etc.) or● In the discipline related to innovation, project research or STEM education <p>Strengths required</p> <ul style="list-style-type: none">● Enjoy working with gifted students● Positive working attitude and a strong sense of responsibility● Proficiency in using a variety of ICT packages (MS Office Applications such as Word, Chinese Word processing, Excel, Power Point;) |



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Academic Programme Development Division (1 vacancy for undergraduate student)

| Intern | Tasks suggested | Major subject / strengths required |
|--------|---|--|
| 1 | <ol style="list-style-type: none">1. Assistance in programme administration, logistics, video and photos taking.2. Handling enquiries from parents and students.3. Online programme support4. Documents filing | <p>Major subject In any discipline</p> <p>Strengths required Proficiency in using a variety of computer software</p> |

Student Services Team (3 vacancies for undergraduate students)

| Intern | Tasks suggested | Major subject / strengths required |
|--------|---|--|
| 3 | <ol style="list-style-type: none">1. Assist in nomination and student membership administration2. Assist in event administration and logistics, e.g. Nomination Briefings, Student Experience Sharing Day, etc.3. Check, sort & file nomination documents4. Data entry5. Handle enquiries | <p>Major subject In any discipline</p> <p>Strengths required</p> <ul style="list-style-type: none">● With some experience in filing & data entry● With some experience in handling statistics & enquiries |

For further details or application, please contact Ms Siu at 3940 0122 or send your CV via email general@hkage.org.hk. on/before Friday 7 August 2020.