



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

Information Sheet for Intern Services Required

- 1) Period: From May 2022 to Aug 2022 (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**

Research Division (1 vacancy for post-secondary students)

Tasks suggested	Major subject / strengths required
<ol style="list-style-type: none">1. Maintain operation of Resource Centre2. Document clearance and clerical assistance3. Provide support to admin duties, including scanning survey forms, data entry and web searching.	<p>Major subject In any discipline</p> <p>Strengths required</p> <ul style="list-style-type: none">• Excel skills is preferred;• Proficiency in ICT applications (e.g. Microsoft Office), is preferred

Corporate Services Division (PR & Communications Team)

Tasks suggested	Major subject / strengths required
<ol style="list-style-type: none">1. Supporting Manager (PR & Communications) to prepare and implement promotional campaigns on social media.2. Supporting Manager (PR & Communications) to prepare and implement the production of corporate printed matter.	<p>Major subject</p> <ul style="list-style-type: none">• Undergrad: Major in Creative and New Media / Major in Communications / Major in English or Comparative Literature• Diploma student: Major in multi-media / Communications <p>Strengths required</p> <ul style="list-style-type: none">• Strong communication skills• Subject knowledge in new media• Subject knowledge in social media applications

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 27 May 2022.