



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**

Talent Development Division

Tasks suggested	Major subject / strengths required
<ol style="list-style-type: none">1. Participate in programme development and lesson observations.2. Assist in facilitating student activities and organising events where appropriate.3. Assist in programme implementation such as preparing programme information, flyers, administrative and on-site support and arrangement.4. Assist in media production, communication, diverse forms of recording, publicity, and publication.5. Assist in coaching and serving as role models to HKAGE student members and facilitate project-based learning through advice and diverse forms of facilitation.6. Assist in checking, sorting & filing of programme documents.7. Assist in data entry.8. Handle enquiries.	<p><u>Major subject</u></p> <ul style="list-style-type: none">• Undergraduate students in disciplines relating to Sciences, Technology, Computer Science, Environmental Science, Humanities, Business, Media and Communication, Psychology, Performing arts and Chinese Language is preferred. <p><u>Strengths required</u></p> <ul style="list-style-type: none">• Experience in organising activities and events.• Enjoy working with students of different characters, learning styles and needs.• Demonstrate positive attitude and responsible behaviours.• Be self-motivated and interested in collaborating with different people.• Be proficient in using a variety of ICT applications (e.g., MS Office, Adobe Creative Suite, Canva)• Read, write and speak in Chinese and/or English fluently.

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 3 June 2022.