



Information Sheet for Intern Services Required

Service Period	From Sep 2022 to Aug 2023 (exact working hours to be discussed), contract renewal will be offered subject to good performance
Work Location	The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, N.T.
Nature of Internship	To provide interns with practical office working experience and learning opportunities relevant to gifted education
Mode of Appointment	Part-time (not exceeding 18 hours per week)
Hourly Rate	\$55 (Undergraduate)

Programme Branch

Responsibility

• **Associate Director Office**

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 the processing of nomination and student membership administration;
6. Assist in coaching and serving as role models to HKAGE student members and facilitate project-based learning through advice and diverse forms of facilitation;
7. Assist in checking, sorting & filing of programme documents;
8. Assist in data entry;
9. Handle enquiries.

Major Subjects

• **Divisions of Programme Branch**

- Undergraduate students in disciplines relating to Sciences, Technology, Computer Science, Environmental Science, Humanities, Business, Media and Communication, Psychology, Performing arts and Chinese Language, education, psychology and philosophy preferred.

Strength Required

• **Associate Director Office**

- 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 packages (e.g. MS Office, Adobe Creative Suite);
- Knowledge and skills in graphic design is an advantage;
- 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 7 October 2022.