



Information Sheet for Intern Services Required

Service Period	From Feb 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)

A. Programme Branch

Responsibility

• **Talent Development Division**

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.

Major Subjects

• **Divisions of Programme Branch**

- Undergraduate students in disciplines relating to Sciences, Technology, Computer Science, Environmental Science, Multi-Media, Education, Psychology, and Performing arts preferred.

Strength Required

• **Talent Development Division**

- 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.



B. Administration Branch

Responsibility

• Corporate Services Division (HR & Finance Team)

1. Support the HR Team with all tasks, such as recruitment procedures, filing document;
2. Check timesheet of employees, leaves, updating systems, etc;
3. Prepare Word, Excel and PowerPoint documents;
4. Support Finance team to carry out daily operations and administrative support;
5. Documents filing.

Major Subjects and Strength Required

• Corporate Services Division (HR & Finance Team)

- Undergraduate students in disciplines relating to Human Resources Management, Finance or related subject;
- Subject knowledge in HR;
- Good team-player, detail-minded, good communication and interpersonal skills;
- Proficiency in English and Cantonese.

For further details or application, please contact Ms Siu at 3940 0122 or send your CV via email general@hkage.org.hk. on/before Thursday 2 February 2023.