



### Information Sheet for Intern Services Required

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

### Programme Branch

#### Responsibility

School & Student Services Division
<ol style="list-style-type: none"><li>1. Participate in programme development and lesson observations;</li><li>2. Assist in facilitating student activities and organising events where appropriate;</li><li>3. Assist in programme implementation such as preparing programme information, flyers, posters, administrative and on-site support and arrangement;</li><li>4. Assist in media production, communication, diverse forms of recording, publicity, and publication;</li><li>5. Assist in the processing of nomination and student membership administration;</li><li>6. Assist in facilitating nomination and student activities and organising events where appropriate.</li><li>7. Assist in coaching and serving as role models to HKAGE student members and facilitate project-based learning through advice and diverse forms of facilitation;</li><li>8. Assist in checking, sorting &amp; filing of programme documents;</li><li>9. Assist in data entry;</li><li>10. Handle enquiries.</li></ol>

#### Major Subjects

Divisions of Programme Branch
<ul style="list-style-type: none"><li>- 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.</li></ul>

#### Strength Required

School & Student Services Division
<ul style="list-style-type: none"><li>- Some experience in filing &amp; data entry.</li><li>- Some experience in handling statistics &amp; enquiries.</li><li>- Some experience in organising activities and events.</li><li>- Enjoy working with students of different characters, learning styles and needs.</li><li>- Demonstrate a positive attitude and responsible behaviours.</li><li>- Be self-motivated and interested in collaborating with different people.</li><li>- Be proficient in using a variety of ICT packages (e.g. MS Office, Adobe Creative Suite).</li><li>- Read, write and speak fluently in Chinese and/or English.</li></ul>

For further details or application, please contact Ms Siu at 3940 0122 or send your CV via email [recruitment@hkage.edu.hk](mailto:recruitment@hkage.edu.hk) on/before Monday 5 June 2023.