



### Information Sheet for Intern Services Required

<b>Service Period</b>	From Nov 2023 to Aug 2024 (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 (maximum 2 days per week)
<b>Hourly Rate</b>	\$55 (Undergraduate)

### Programme Administration

#### **Responsibility**

1. Assist in facilitating student activities and organising events where appropriate;
2. Assist in programme implementation such as preparing programme information, flyers, administrative and on-site support and arrangement;
3. Assist in media production, communication, diverse forms of recording, publicity, and publication;
4. Assist in checking, sorting & filing of programme documents;
5. Assist in data entry;
6. Handle enquiries.

#### **Major Subjects**

- Undergraduate students in any discipline.

#### **Strength Required**

- Experience in organising activities and events;
- Enjoy working with students of different characters, learning styles and needs;
- Demonstrate a 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 are 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 [recruitment@hkage.edu.hk](mailto:recruitment@hkage.edu.hk) on/before Tuesday 28 November 2023.**

*All applications received will be treated in strict confidence. Personal data collected will be used for recruitment purpose only. Unsuccessful applications will be kept for a period of 12 months and will be destroyed afterwards.*