

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Department of Health

No. of Interns to be Recruited: 3 No. of Nominations: 8

Description of Internship Programme:

The interns will assist in development and revamping of publicity materials and websites. Their job duties include the following:-

1. To proofread and update health education materials;
2. To design and produce health education / public health-related publications / teaching materials / promotion activities materials;
3. To assist in organising public health promotion activities;
4. To proofread and update health education information on webpages of Department of Health;
5. To make suggestions on dissemination of health information on social media / Internet; and
6. To assist in maintenance support to information system acceptance testing and system nursing.

Programme	June or early July 2019	Allow Flexible	
Commencement Date:	(exact dates to be confirmed)	Commencement Date:	Yes/No*
Period of Internship:	June to August 2019 (around 8 weeks)	Working Hours:	44 hours per week
Office Venue:	(subject to posting)	Allowance per Month:	HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:

Majoring in Multi-media, Film, Media Arts or Design related subjects

(Note: For Design, students should have enrolled / been enrolling in Graphic Design and / or Visual Arts)

Year of Study: Preferably have completed the second year of study

Specific Knowledge/Skills:

- Have good knowledge of computer operation and IT applications (e.g. MS Word, Excel, PowerPoint, Access, etc.);
- Be familiar with Chinese and English word processing;
- Have good command of Chinese and English; and
- Be proficient in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, CorelDraw, PageMaker, Premiere Pro and / or Flash, HTML, etc.

Work Experience (if applicable): Preferably have previous experience in photography and video editing, digital video and sound production, digital animation, infographics, publication, and / or website management, etc.

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

APPLICATION METHOD (may choose more than one as appropriate)

☒ By E-mail ☐ By JIIS
(By mail or by fax is also acceptable.)

☒ Submit Application Form for Post-Secondary Student Summer Internship Programme

☐ Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 28 March 2019 Require Selection Interview: Yes/~~No~~*