

## 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): Post (3): Summer Intern  
(Corporate Communication)

No. of Interns to be Recruited: 1 No. of Nominations: 2

Description of Internship Programme: ♦ To assist in corporate communication projects  
♦ To assist in preparing daily newspaper digest and other writing tasks

Programme Commencement Date: 1/6/2023 the earliest Allow Flexible Commencement Date: Yes/~~No~~\*

Period of Internship: Any two months in June to August 2023  
(for a maximum of eight weeks) Working Hours: 44 hours/week

Office Venue: ICAC Building, No. 303 Java Road,  
North Point Allowance per Month: HK\$10,500

### **ELIGIBILITY REQUIREMENTS**

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

Full-time undergraduate students from Journalism, Communication, Public Relations, Advertising or related discipline

Year of Study: Any

Specific Knowledge/Skills: (i) possess good command of written Chinese and English;  
(ii) possess effective interpersonal communication skills;  
(iii) be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint; and  
(iv) preferably with good knowledge of Hong Kong's current news.

Work Experience (if applicable): N/A

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 is also acceptable.)

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

☒ Submit Others\*: certificates of HKDSEE or equivalent examinations and qualification; and  
certificates of student status or academic transcripts

Deadline for Application (DD/MM/YYYY): 7/4/2023 Require Selection Interview: Yes/~~No~~\*

**RECRUITMENT SCHEDULE** *(for institution's reference only, action work plan may need to be adjusted)*

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	Early May 2023
Conducting selection interviews (if applicable)	Mid May 2023
Informing applicants of the results	Late May 2023
Commencement of internship	1/6/2023 the earliest

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