

## 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 (5): Summer Intern (Business Ethics)

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

Description of Internship Programme: ♦ To assist in icon and graphic design for publicity campaigns to promote professional ethics  
♦ To assist in preparing presentation materials, publicity events and administrative duties

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

Period of Internship: Any one month in June to August 2023 (for a maximum of four 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 Marketing, Design, or related discipline

Year of Study: Any

Specific Knowledge/Skills: (i) be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint); and  
(ii) possess good command of written Chinese and English.

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	Latest by late July 2023
Commencement of internship	1/6/2023 the earliest

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