

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 (2): Summer Intern (Digital Media)

No. of Interns to be Recruited: 2 No. of Nominations: 3

Description of Internship Programme: ♦ To assist in website and social media projects, including content development and digital video editing
♦ To conduct research on selected topics and to provide logistic support to the office
(Successful candidates may be required to work overtime and irregular hours, subject to operational needs.)

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 Digital Media, Communication or related discipline

Year of Study: Any

Specific Knowledge/Skills: (i) possess good knowledge of and skills in managing social media platforms (preferably with knowledge in digital marketing trends and latest technologies e.g. Artificial Intelligence and Metaverse);
(ii) Be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint, Adobe Illustrator, Adobe Premiere Pro and Final Cut Pro); and
(iii) be able to speak fluent Cantonese and English (Putonghua an advantage).

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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