



## Summer Intern for Student Induction Programmes and Student Learning Activities

Office: CEDARS - Campus Life Section

Working period: 2 June to 29 August 2025 (Monday to Friday)

### Requirements

- (1) HKU current students or fresh graduates familiar with HKU campus and learning environment;
- (2) Good command of spoken and written English and Chinese;
- (3) Experience and track records in organising orientation activities, student learning programmes/activities and large-scale events;
- (4) Proficient in the application of Microsoft Word, Excel, PowerPoint and Canva;
- (5) Be able to work on weekends and in late evenings as deemed necessary (with compensation hours provided);
- (6) Knowledge and skill in creative writing, graphic design, video editing and social media platform is a bonus.

### Duties

- (1) Assist in the implementation of induction programmes and activities for new students;
- (2) Support organisation of student learning activities and events;
- (3) Make liaison with different internal and external units and stakeholders;
- (4) Provide administrative support and assistance in event organisation, promotion, design of publicity materials, database maintenance, feedback analysis and logistic arrangement, etc.;
- (5) Perform ad hoc or other duties as assigned.

### Benefits and Rewards

- (1) Salary: HK\$ \$11,525 per month + MPF;
- (2) Annual leave (pro-rata);
- (3) Work experience in university setting and the field of student affairs;
- (4) Leadership and event organisation skills;
- (5) Networking opportunities;
- (6) Candidates with satisfactory performance will be accorded higher priority in future CEDARS' job offerings, activities and events.

### Application

Application deadline: **18 May 2025 (Sunday)**.

Interested candidates should submit an application letter and a CV online at: [https://wp3.cedars.hku.hk/form/web/SI\\_2025](https://wp3.cedars.hku.hk/form/web/SI_2025). Shortlisted candidates may be invited for an interview. Candidates who are not contacted within **2 weeks** after the closing date may consider their application unsuccessful.

## **About CEDARS**

The Centre of Development and Resources for Students (CEDARS) is committed to fostering an intellectually stimulating and culturally diverse campus to enrich students' total learning experience at HKU. Bridging the boundary between classroom and the world, we provide support services, resources and educational programmes to all current undergraduate and postgraduate students.

## **Enquiries**

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