



## **Recruitment of Summer Interns for Student Induction Programmes and Orientation Activities**

Position: Summer Interns for Student Induction Programmes and Orientation Activities

Office: Campus Life Section, Centre of Development and Resources for Students (CEDARS)

Working period:

- Post A: 3 June to 30 June 2024 (Monday to Friday)
- Post B: 2 July to 31 August 2024 (Monday to Friday)

### **Requirements**

HKU current students or fresh graduates with a good command of spoken and written English and Chinese; friendly and sociable with commendable communication and interpersonal skills; familiar with the HKU campus and learning environment; experience in organisation of student programmes and orientation activities.

Exco members of student societies or clubs with track record in organising orientation activities, event management, and knowledge and skill in graphic design and video editing will be a bonus.

### **Duties**

To assist in the organisation and implementation of induction programmes and orientation activities for new students; coordinate with student societies and groups; provide administrative support and assistance in recruitment of participants, promotion, publicity, and logistic arrangement; perform other ad hoc duties as assigned; be able to work on weekends and in late evenings as deemed necessary (with compensation hours provided).

Salary: HK\$ \$11,525 per month + MPF

### **Application**

Application deadline: 19 May 2024

Interested candidates should submit an application letter and a CV online at <https://wp3.cedars.hku.hk/form/web/summerintern2024>. Please indicate which post(s) you apply for in your application letter.

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.