



Position: Summer Intern for CEDARS' Induction Programmes and Student Learning Activities 2026 (1 post)

Working period: 1 June to 31 August 2026 (Monday to Friday)

Working Hours: 44 hours per week (including 1-hour lunch break every day)

- Mon to Thurs: 9:30 am - 6:15 pm
- Fri: 9:30 am - 6:30 pm

Requirements

Applicants should meet the following criteria:

1. Current HKU students or fresh graduates familiar with the HKU campus and learning environment;
2. Good command of spoken and written English and Chinese;
3. Proficiency in MS Office, graphic design, video editing, use of social media, AI tools, and data analysis;
4. Experience and a proven track record in organising orientation activities, community engagement or service learning programmes, and/or large-scale events;
5. Friendly, sociable, and outgoing with strong communication and interpersonal skills.

Duties

The appointee will be responsible for:

1. Assisting in the design and organisation of CEDARS' induction programmes and student learning activities;
2. Supporting the organisation of CEDARS' Summer Institute and other large-scale events;
3. Liaising with internal and external units and stakeholders;
4. Providing administrative support, including promotion, design of publicity materials, database management, feedback analysis, and logistical arrangements;
5. Performing other duties as assigned.

Benefits and Rewards

1. Salary: **HK\$11,525 per month** + MPF;
2. Structured exposure to student affairs operations, including student induction, service learning, and co-curricular education in a university setting;
3. Hands-on experience in programme planning, project coordination, and event management;
4. Practical involvement in publicity planning, communications, and stakeholder liaison;
5. Enhancement on transferable skills such as teamwork, time management, problem-solving, and adaptability in a fast-paced working environment;
6. Candidates with satisfactory performance will be provided with a reference letter and may be considered for further CEDARS employment opportunities.

Application

- Application deadline: **30 April 2026 (Thursday)**
- Interested candidates should submit an **application letter and CV** online at:
 https://wp3.cedars.hku.hk/form/web/SI_2026

Shortlisted candidates may be invited for interviews on **4 May 2026**. Applicants who are not contacted within **two weeks** after the closing date may assume their applications are 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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