



Recruitment of Summer Intern for CEDARS Weeks of Welcome Programme

Weeks of Welcome (WoW) programme is a comprehensive induction programme aims to help our new non-local students settle down, induct into the local way and get to know about the new environment and people. We are now welcoming students and fresh graduates to join us as interns for the WoW programme this summer.

Position: Weeks of Welcome Summer Intern (3 posts)

Office: HKU CEDARS- Campus Life Section

Work period:

- Post A (1 post): 2 June (starting date is negotiable) – 29 August 2025 (Monday to Friday)
- Post B: (2 posts) 2 July – 29 August 2025 (Monday to Friday)

Requirements:

HKU current students or fresh graduates with a good command of spoken and written English and/or Chinese (Cantonese and Putonghua); friendly and sociable with commendable communication and interpersonal skills; familiar with the HKU campus and the local communities nearby; creative and skillful in graphic design; and have overseas experience and/or experience in working with people from diverse cultural backgrounds.

Experience as Master of Ceremony, Weeks of Welcome (WoW) tour guides, student hosts, student ambassadors GLOCAL Connectors or buddy mentors will be a bonus.

Job Duties:

To assist in the organisation and implementation of a series of fun-filled orientation programmes (WoW tours, Orientation Day, GLOCAL Connect, etc.) for new non-local students within and outside the campus; lead a group of student hosts for the Orientation Day and WoW tours; conduct pre-arrival Zoom sessions to answer enquiries from new non-local students; provide administrative support and assistance in designing publicity materials; perform other ad hoc duties as assigned; be able to work on weekends and in the late evenings sometimes.

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

Interested candidates may submit your application letter and C.V. to nonlocal@hku.hk. Please indicate which post(s) you apply for in your application letter.

Application Deadline:

Post A— 30 April 2025

Post B— 9 May 2025

Shortlisted candidates will be invited for an interview. Candidates who are not contacted within 4 weeks after the closing date may consider their application unsuccessful.