



### Information Sheet for Intern Services Required

<b>Service Period</b>	From May to Aug 2024 (exact working hours to be discussed), contract renewal will be offered subject to good performance
<b>Work Location</b>	The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, N.T.
<b>Nature of Internship</b>	To provide interns with practical office working experience and learning opportunities relevant to gifted education
<b>Mode of Appointment</b>	Part-time (maximum 2 days per week)
<b>Hourly Rate</b>	\$55 (Undergraduate)

### Public Relations & Communications Team

#### **Responsibility**

1. Supporting Manager (PR & Communications) to prepare and implement promotional campaigns on social media.
2. Supporting Manager (PR & Communications) to prepare and implement the production of corporate printed matter.

#### **Major Subjects**

- Undergrad: Major in Creative and New Media / Major in Communications / Major in English or Comparative Literature
- Diploma student: Major in multi-media / Communications

#### **Strength Required**

- Strong communication skills
- Subject knowledge in new media
- Subject knowledge in social media applications

**For further details or application, please contact Ms Siu at 3940 0122 or send your CV via email [recruitment@hkage.edu.hk](mailto:recruitment@hkage.edu.hk) on/before Monday 6 May 2024.**

***All applications received will be treated in strict confidence. Personal data collected will be used for recruitment purpose only. Unsuccessful applications will be kept for a period of 12 months and will be destroyed afterwards.***