

Rikkyo University Work Experience Description 2024 August - September

[Company/Organization Information]

Date : 2024/3/14

Company Name	Centre of Development and Resources for Students (CEDARS) The University of Hong Kong
Category of Business	Student services
Address	3/F, Meng Wah Complex, The University of Hong Kong Pokfulam Road, Hong Kong
Work Site Address	As above
Address	Nearest Station : HKU (Line : MTR Island line <input type="checkbox"/> train / bus)
URL	http://www.cedars.hku.hk
Company Overview	<ul style="list-style-type: none"> • <u>HKU</u> The University of Hong Kong (HKU), founded in 1911, is the oldest tertiary institution in Hong Kong. The University currently has 10 faculties: Architecture, Arts, Business and Economics, Dentistry, Education, Engineering, Law, Medicine, Science and Social Sciences. As an Asian global University, HKU delivers impact through internationalization, innovation and interdisciplinarity. It attracts and nurtures global scholars through excellence in research, teaching and learning, and knowledge exchange, and makes a positive social contribution through global presence, regional significance and engagement with the rest of China. • <u>CEDARS</u> 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. Cedars are ornamental trees with durably scented wood and evergreen leaves; they signify growth, development and shelter which are the goals of our work for students. At CEDARS, we hope to nurture students with a durable scent of the intellect so that they are forever young and fresh.

[Details]

Number of Recruits	1	
Student Status	<input checked="" type="checkbox"/> Undergraduate (<input type="checkbox"/> 1 st grade <input checked="" type="checkbox"/> 2 nd grade <input checked="" type="checkbox"/> 3 rd grade <input checked="" type="checkbox"/> 4 th grade) <input type="checkbox"/> Graduate <input checked="" type="checkbox"/> Other Requirements (Interested in people interaction and event coordination)	
Duration	August 2 ~ September 13 (4 weeks of this duration) *Start date will be adjusted after participants are decided.	
Holidays	Holidays : <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/> Public Holiday <input type="checkbox"/> Others ()	
Working Hours	09:00 ~ 17:45 (Mon to Thu) ; 09:00 ~ 18:00 (Fri)	
Compensation	Wage	Unpaid
	Transportation	<input type="checkbox"/> Yes () <input checked="" type="checkbox"/> No
	Lunch	<input type="checkbox"/> Yes () <input checked="" type="checkbox"/> No

Accommodations	<input type="checkbox"/> Arranged <input checked="" type="checkbox"/> Not Arranged	
Working Language	English and Chinese	
Duties	Department	Careers and Placement, CEDARS
	<ul style="list-style-type: none"> • Support cross-cultural learning and career education programmes designed for HKU students and university students from abroad • Update the publicity materials such as brochures, event posters, flyers, website, IG, and Facebook page • Help with the preparation and analysis of student learning logbooks and learning experience questionnaire • Assist in the preparation and on-site logistics of the CEDARS events for new students • Ad hoc duties as assigned 	
Requirements	ICT Skill	<input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> Others (PowerPoint, Photoshop)
	Others	<input type="checkbox"/> ()
	Language	<input checked="" type="checkbox"/> English (Level : Business) <input type="checkbox"/> Others (Level :)
Workplace Dress Code	<input type="checkbox"/> Suit <input type="checkbox"/> Uniform <input checked="" type="checkbox"/> Smart Casual <input type="checkbox"/> Others ()	
Remarks	After the screening by Rikkyo, the CEDARS may conduct online interview screening. Need to work on one or two weekends, compensation leave will be given.	

CEDARS, The University of Hong Kong

Summer Intern from Rikkyo University 2024

Duties:

- Support cross-cultural learning and career education programmes designed for HKU students and university students from abroad
- Update the publicity materials such as brochures, event posters, flyers, website, IG, and Facebook page
- Help with the preparation and analysis of student learning logbooks and learning experience questionnaire
- Assist in the preparation and on-site logistics of the CEDARS events for new students
- Ad hoc duties as assigned

Requirements:

- Good command of written and spoken English
- Good organisation and communication skills
- Outgoing, enjoy meeting and interacting with new friends
- Ability to work independently and be a good team player
- Willing to work on one or two weekends for specific programme and event
- Proficiency in PC applications such as MS Office, PowerPoint and Adobe Photoshop, design, video making and editing

Expected internship period:

- 4 weeks in August – September 2024