



Hong Kong Arts Administrators Association Trainee Opportunity

Information

Nature of Business: Arts Admin
Position: Student Intern
Working Hours: From 10:00 to 19:00
Total Working Hours: At least 180-200 hours (Working schedule can be negotiable)
Internship Period: Feb 2019 to Apr 2019
Allowance: Nil
Working Location: HKAAA office
Enrolment Deadline: 20 February 2019 (Wednesday)

Description of Duties

Admin duties.

Job Requirements

- English and Chinese typing.
- Excellent in Microsoft Office software.
- AI/design software knowledge is advantage.

Interview Session

Date and Venue: Shek Mun Campus

Selected applicants will be notified by email regarding details of interview, please check your email account regularly for updates



Enrolment: - Application form:

Sending request to ciesdc@hkbu.edu.hk

- **Completed form with detailed CV and University Transcripts** should reach the Student Development Centre, 6/F Shek Mun Campus or the "College of International Education, Student Development Centre— Collection Box" at 8/F SCE Tower before **5:30pm, 20 February 2019 (Wednesday)**.

- **Application with incomplete documents will not be entertained.**

Enquiry: Ms. Yuen Chan (3411-3303 / ciesdc@hkbu.edu.hk)