

**THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES**

Comparative East Asian Studies Internship 2014

Internship Period: July 7 to August 1, 2014 (Full-time, 5 days per week)

* Remarks:

CES: Clinical and Educational Services
CMC: Communication, Media and Culture
CSR: Corporate Social Responsibility
CSS: Community or Social Services
RPA: Research and Policy Analysis

	Category	Name of Community Partner	Internship Topic	Tasks involved	Location	Website	Special requirements to interns	No. of places offered
1	CSS	Asia Pacific Mission for Migrants (APMM)	Understanding the essential relationship of migration to human rights and development	<ul style="list-style-type: none"> - Assist in an ongoing research project of APMM on migration and development - Participate in immersion activities among migrants every Sunday - Help in preparations for migrant advocacy activities of APMM and its local partners - Take part in conceptual discussions on migration, development and human rights 	Jordan, Kowloon	http://www.apmigrants.org	<ul style="list-style-type: none"> - Proficiency in spoken and written English - Some capacity for research, but not essential - Good socializations skills - Willing to work within a flexible time setup 	2
2	CES	Buddies Station	Life Education Programme	<ul style="list-style-type: none"> - To share personal experience and mentor learning skills through effective communications - To support the implementation of children/ parents activities and counseling sessions - To enhance reading interest for reluctant students (primary or secondary) - To integrate and apply theories and practice into real life settings 	Chaiwan, Hong Kong	http://www.buddies-station.com	<ul style="list-style-type: none"> - Passionate to work with people especially children - Positive learning attitudes and interest to explore in a responsible way - Major in psychology, counseling or special education (if applicable) - Knowledge of Carl Jung's theories (if applicable) - Interest in NLP in Education and Creativity will be desirable 	2
3	CSS	Crossroads Foundation	Corporate social responsibility partnership matching, humanitarian aid distribution, fair trade retail and experiential poverty simulations	<ul style="list-style-type: none"> - Preparing goods for distribution overseas and in HK; logistics administration & documentation - Bookkeeping, communications/PR support, website/social media administration - Site maintenance and landscaping - Running simulations in global issues, dramatic/acting roles, administering bookings, barista and shop assistant 	Tuen Mun, New Territories	http://www.crossroads.org.hk/	<ul style="list-style-type: none"> - Good communication skills and ability to communicate in English preferred - Self-motivated - Ability to work in a multicultural environment - Work hours: Tuesday – Saturday from 10am to 5pm (closed public holidays) 	6
4	CSS	Enlighten - Action for Epilepsy	Project development for people with epilepsy	<ul style="list-style-type: none"> - To assist in Projects scoping, research and projects development - To assist in activities implementation, planning and administration tasks 	Wanchai, Hong Kong	http://www.enlightenhk.org	<ul style="list-style-type: none"> - Passionate about serving people-in-need in the community - Great Initiative and be responsible - Flexible and strong dedication - Creative and flexible 	2
5	CMC	Hubert Burda Media Hong Kong Limited	Research and editorial work	<ul style="list-style-type: none"> - Editorial research and writing - Assist Style Editor in photoshoot preparation work, includes approaching brands for clothes and accessories - Administrative work 	Central, Hong Kong	http://www.prestigehongkong.com	<ul style="list-style-type: none"> - Good English writing skills - Willing to carry out manual tasks such as picking up outfit and accessories for models, ironing and so forth if necessary 	3

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6	CSS	KELY Support Group	Programme Implementation, Research and Communication	<ul style="list-style-type: none"> - Implementation: Assist in planning and carrying out various aspects of KELY's ongoing programmes and provide a youth perspective on initiatives - Research: Contribute to KELY's research and planning portfolio, including working with major youth stakeholders, identifying key issues, proposal of research methodology, providing analysis and interpretation as well as helping to further the findings through media and other platforms - Communication: Assist with the development of impact stories from interviewing participants and developing written feature articles and other related material for communication purposes based on the work that is being done through the programmes 	Central, Hong Kong	http://kely.org	- Ability to use photoshop and other design software would be an asset	1
7	RPA	Mergermarket Consulting Limited	Research in the Financial Market	<ul style="list-style-type: none"> - Assisting and performing desktop research on M&A, IPO, private equity transactions - Interpreting financial data and other financial information in relation to the assigned transactions - Quality checking the historical database to ensure it reflects and provides a consistent high standard of data and analysis - Cleaning and updating the database to ensure that deal records, company records and individual profiles are accurate and comprehensive 	Central, Hong Kong	http://www.mergermarket.com	<ul style="list-style-type: none"> - Ability to speak Japanese or Korean preferred - Genuine interest in financial market - Knowledge of Finance (Merger and Acquisition) is a must 	2
8	RPA	Momentous Asia Travel and Events Company Limited	Food Tourism	<ul style="list-style-type: none"> - Research and analyse data related to Food Tourism or legislative related issue - Write up and make suggestion to the development of Food Tourism or tourism law in Hong Kong - Present orally results of findings from research 	Shatin, New Territories	http://www.momentousasia.com	<ul style="list-style-type: none"> - Have Passion in the Food Industry and tourism related topic - Good Research Skills 	2
9	CES	PathFinders Limited	Program Assistant	<ul style="list-style-type: none"> - Assisting outreach program - Assisting with education program (discussion group for mothers; child development sessions) - Data Entry related to program and distribute/organize donated baby supplies - Office Administrative works 	Tai Kok Tsui, Kowloon	http://www.pathfinders.org,hk	<ul style="list-style-type: none"> - Female preferred - Proficient English Skills - Computer literacy - Able to work during weekends, as required 	1

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10	CSR	SOW Asia Foundation	Developing a framework to enhance the mechanism in sourcing investing opportunities	<ul style="list-style-type: none"> - Research: working with the investment manager in discovering new channels or networks which expose SOW Asia to transaction pipeline locally or in greater China - Documentation: work with the team to document the work under the research area eg. map out different stakeholders, start-ups networks, investor networks - Setting up and joining meeting between entrepreneurs with investment opportunities and the investment manager 	Wanchai, Hong Kong	http://sowasia.org/	<ul style="list-style-type: none"> - Have an interest in social entrepreneurship or social innovation; have basic understanding of social entrepreneurship or social innovation and what social impact investing is - Have aspirations to be an entrepreneur - Good oral and written English and Chinese communication skills, enjoy face-to-face communications 	1
11	CSR	Sowers' Exchange Limited	Corporate Social Responsibility / Community Involvement	<ul style="list-style-type: none"> - Liaising with Social Purpose Organisations ("SPOs") regarding projects - Writing proposals or outlines for existing projects - Research (potential SPO partners, demographics, etc) - Updating status of projects - Assisting in facilitating CSR events (where possible) - Blogging 	Wanchai, Hong Kong	http://www.sowers-exchange.com	<ul style="list-style-type: none"> - Bring own laptop - Enthusiasm for social media - Outgoing and active personality - Enjoys working with detail 	2
12	CMC	Strategic Financial Relations Limited	Internship for Financial Public Relations	<ul style="list-style-type: none"> - Assistant the client serving teams on preparing the PR and IR documents such as press releases and ppt - Doing an analysis on clients' market and business - On site support of clients' investor communications and media events - Liaise with clients 	Admiralty, Hong Kong	http://www.sprg.com.hk	<ul style="list-style-type: none"> - Excellent in both spoken and written English - Preferrably understand Chinese but not a must - Presentable and socialble - Proficiency in MS office such as ppt 	2
13	CMC	Table for Two Hong Kong (A project under Social Ventures Hong Kong)	Global Food Imbalance	<ul style="list-style-type: none"> - Propose innovative solutions to reduce food waste in food delivery services in Hong Kong - Support on Marketing Campaign - Execute souvenir idea 	West Kowloon	http://www.tablefor2.org.hk	<ul style="list-style-type: none"> - Enthusiastic and passionate in making social change, in particularly the area of food waste and global food imbalance - Creative and think out of the box - Good research skills - Good interpersonal and communication skills 	2

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14	CMC	Trinity International Limited	Public Relationships	<ul style="list-style-type: none"> - Event Management & PR Section - Production Section - Assist the logistic of Event management, PR section and Production Section 	Aberdeen, Hong Kong	http://www.3trinity.hk	- Outgoing and sociable	4
15	CMC	VolTra	Project (Workcamp/International Voluntary Service) Coordination	<ul style="list-style-type: none"> - Project management and coordination - Office administration - Project on-site support - Work as workcamp leader (depends on leadership skills and knowledge/experience of workcamp) 	San Po Kong, Kowloon	http://www.voltra.org	<ul style="list-style-type: none"> - Interest in volunteering and travel - Willing to work in team - Good communication skills - Organised 	1