

JOB OPPORTUNITY

Company Name:	HKU SPACE International College 香港專業進修學院國際學院
Business Nature:	Education
Company Website:	http://ic.hkuspace.hku.hk/
Job Title:	<u>Student Event Helpers (18 Vacancies)</u>
Job Description:	<ul style="list-style-type: none">• Part-time/Contract [Duration: <u>16 Oct 2019 – 31 Aug 2020</u>]• To handle general enquires from prospective students• To assist administrative staff to handle student application• To introduce programme information to prospective students during admission events• To perform any other duties related to IC as assigned by IC staff
Job Requirements:	<ul style="list-style-type: none">• IC students who have strong sense of responsibilities; attention to detail, outgoing, self-motivated and good team spirit• Good command of both written and spoken English, Cantonese and Mandarin
Working Location:	<ul style="list-style-type: none">• Depends on particular event
Working Days and Hours:	<ul style="list-style-type: none">• Depends on particular event
Salary and Allowance:	<ul style="list-style-type: none">• HK\$68 per hour (for sub-degree holders or above qualification)• HK\$61 per hour (for all other academic qualification)
Application Method:	Interested students, please send your cover letter and CV to Ms. Maggie Kong at maggie.kong@hkuspace.hku.hk on or before <u>27 September 2019</u> .

For your benefits, you are strongly advised to investigate the company background before your application.