**Contact Us**

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**S T U D E N T**

## The Student Centre C1469

Dear students,

**Hong Kong Housing Society
Summer Internship Programmme 2022**



Hong Kong Housing Society (HKHS) is committed to promoting professional development and knowledge sharing for the benefit of long-term development of the housing sector. To this end, every year HKHS provides internship opportunities to students of tertiary education in Hong Kong. Through practical work experience, on-the-job training and mentor coaching, it is expected that their competency for future career development can be enhanced.

**About The Summer Internship Programme**

1. Period of Internship: **20 June to 12 August 2022**
2. Non-final year students are welcome for this internship programme.
3. Apart from on-the-job training, the programme may include workshops to enhance personal development of the students.
4. Salary will be provided for all summer interns taking reference to the market rate.
5. Evaluation will be conducted upon completion of the summer internship programme to collect feedback from both the summer interns and their mentors.
6. Certificate and reference letter will be issued to all summer interns subject to performance and attendance rate.

**Job Description**

1. Attend orientation and tour visits for good understanding of overall Housing Society businesses & policies.
2. Attend training workshops to gain practical job related skills.
3. On-the job training in one of our core business divisions to gain hands-on experience.
4. Assist in daily operation and clerical support.
5. Guided by experienced mentors for career advice and directions.

**Requirements and Qualification**

1. **Undergraduates** in any discipline.
2. Able to work full-time for 8 uninterrupted weeks in the summer between 20 June to 12 August 2022.
3. Self-motivated, outgoing, energetic and a fast learner.
4. Excellent communication & interpersonal skill.
5. Fluency in spoken and written English and Chinese.
6. Proficiency in MS Windows application, including Excel, Word, PowerPoint & Chinese Word processing.
7. Passionate to develop career in property & housing industry.

**Application and Selection Procedures**

1. Students should apply for the Summer Internship Programme through **online application** to HKHS before the application deadline.
2. Shortlisted candidates will be invited to attend interviews which will take place during late April to May.
3. Successful candidates will be notified of the interview results either via their respective institutions or directly from HKHS.

All applications should be submitted online via the HKHS’s [website](https://careers.hkhs.com/en/job/493120/summer-intern) on or before **29 April 2022**.

The Student Centre

UOW College Hong Kong

Counselling Services &

Personal Development

 **CE N T R E**