## The Student Centre C1635

**2024 Summer Internship: YMCA**

**YMCA** is a world Christian movement, with the Paris Basis as its mission: “The Young Men’s Christian Associations seek to unite those young men who, regarding Jesus Christ as their God and Saviour, according to the Holy Scriptures, desire to be His disciples in their faith and in their life, and to associate their efforts for the extension of His Kingdom amongst young men.”

|  |  |
| --- | --- |
| Job position/Department: | **Internship (Human Resources)** |
| Responsibilities: | * Day-to-day HR operation; support HR project such as recruitment day
 |
| No. of Vacant Positions: | 1-2 |
| Internship Period: | Mid-May to August 2024 |
| Salary/Allowance: | / |
| Deadline for Application: | 3 April 2024 |

|  |  |
| --- | --- |
| Job position/Department: | **Internship (Front Office)** |
| Responsibilities: | * Handle Check-in/out procedure; input data into Hotel system; greet and welcome guests; answer enquires.
 |
| No. of Vacant Positions: | 1-2 |
| Internship Period: | Mid-May to August 2024 |
| Salary/Allowance: | / |
| Deadline for Application: | 3 April 2024 |

|  |  |
| --- | --- |
| Job position/Department: | **Internship (Member Services)** |
| Responsibilities: | * Perform counter services and clerical duties to members; promote activities; ensure good condition of facilities
 |
| No. of Vacant Positions: | 1-2 |
| Internship Period: | Mid-May to August 2024 |
| Salary/Allowance: | / |
| Deadline for Application: | 3 April 2024 |

|  |  |
| --- | --- |
| Job position/Department: | **Internship (Sports & Recreation)** |
| Responsibilities: | * Support sports programme planning, prepare reports, cutomer services, marketing and promotion of programme.
 |
| No. of Vacant Positions: | 1-2 |
| Internship Period: | Mid-May to August 2024 |
| Salary/Allowance: | / |
| Deadline for Application: | 3 April 2024 |

|  |  |
| --- | --- |
| Job position/Department: | **Internship (Accounting)** |
| Responsibilities: | * Prepare journals, vouchers input and data entry; support month end closing and account reconciliation; handle billings and receipts; program audit preparation.
 |
| No. of Vacant Positions: | 1-2 |
| Internship Period: | Mid-May to August 2024 |
| Salary/Allowance: | / |
| Deadline for Application: | 3 April 2024 |

|  |  |
| --- | --- |
| Job position/Department: | **Internship (Communication & Engagement)** |
| Responsibilities: | * Assist to provide editorial support for Association's newsletter, create engaging content & graphic for social media platforms, handle administrative & ad-hoc tasks.
 |
| No. of Vacant Positions: | 1-2 |
| Internship Period: | Mid-May to August 2024 |
| Salary/Allowance: | / |
| Deadline for Application: | 3 April 2024 |

**How to apply:**

|  |  |
| --- | --- |
| 1. | Complete and submit the [Personal Particulars Form](https://forms.gle/xkoHfPYtQ8caDY4x8)\*  |
| 2. | Email your **full CV\*** to uowchk-ss@uow.edu.au (Specify C1635 Summer Internship 2023-2024 – YMCA the email subject) |

Should you have any questions or would like to know more about the Summer Internship Programme, please contact The Student Centre.

*\*Personal data collected will be used for recruitment purpose only and all applications will be treated strictly confidential.*

The Student Centre

UOW College Hong Kong