

**B. Internship Arrangement**

Internship title/position: Summer Intern

Number of Interns to be Accepted: 2

Internship City and Country: San Francisco, California, USA

Duration of internship: 6-8 weeks between May to Aug 2017

Job Specifications:

- News monitoring and preparation of media summaries;
- Production of electronic newsletters and other publicity materials;
- Creating templates for PowerPoint presentations;
- Research on specific topics (e.g. individual western states and potential areas for growth in their economic relations with Hong Kong); and
- Other relevant tasks as assigned

Requirements on the interns:

- Mature, creative and able to work independently;
- Good knowledge in the recent economic development of Hong Kong and the United States; and
- Good knowledge in computer applications, particularly in Word, Excel & PowerPoint

Working hours: 8:30 am to 5:30 pm (including meal break) on Mondays to Fridays

Please tick to indicate your preference:

- Apart from local Hong Kong university students, we will also consider non-local/international university students of the participating Hong Kong Institutions for the vacanc(ies).

Please tick the corresponding box and specify the details if your organization would provide any of the following which are **optional** under the scheme: NONE

<input type="checkbox"/> Accommodation		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Others (e.g. meal)	