

B. Internship arrangement

Internship title/position: **Summer Intern**

Number of interns to be accepted: **1**

Internship city and country: **New York, NY, USA**

Duration of internship: **June 1 – August 30 (start and end dates flexible, require that internships lasts at least 10 weeks)**

Job Specifications:

- Research assistance for programs and briefing kits for delegations to China and visitors from China
- Administrative assistance for public events, seminars, and programs
- Archiving historical and current material
- Translating materials and correspondence (English - Chinese)
- News Circulation

Requirements on the interns:

(e.g. field and year of study of student, computer knowledge and relevant skills)

- Student must be in their Junior or Senior year
- Must have strong English skills (speaking and writing)
- Must have strong interest in U.S-China Relations, Diplomacy, Political Science, International Relations, or other relevant field
- Must have strong attention to detail
- Must be comfortable with Microsoft office

Working hours: **9:30 am to 5:30 pm, 35 hours per week**

Please tick the corresponding box(es) and specify the details if your organization would provide any of the following which are **optional** under the Program –

<input type="checkbox"/> Accommodation		<input checked="" type="checkbox"/> Transportation	Will pay for monthly unlimited subway card
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Others (e.g. meal)	

Please return the completed form to michael_kwan@hketony.gov.hk

-Thank you-