

Job Information

Post Title	Student Assistant (Part-time contract – 6 months)
Company Name	The Hong Kong Polytechnic University
Business Nature / Introduction	Education
No. of Vacancy	4
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • create social media feeds for ITC social media platforms • propose and produce video to promote ITC and its students/alumni • news writing • update ITC website • act as ITC student ambassadors at ITC Summer Workshop and programme talks
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate graduates in following fields of study:</p> <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology <p>Other Requirements:</p> <ul style="list-style-type: none"> • sensitive to social media trends • strong Chinese and English writing skills • excellent presentation and communication skills • strong skill in photo and video shooting, video editing and photo retouch is an advantage • experience in managing social media platforms is a plus
Salary/Allowance	HK\$70 per hour
Target Commencement Date	3 July 2021
Additional Information	<ul style="list-style-type: none"> • max. working hours: 120 • flexible working hours • work from home policy may be adopted • shortlisted candidates will be invited to a writing test (1 hour) and a computer test (1 hour) in ITC computer lab in June 2021, followed by a 15-min interview
Application Method	<p>Please send the following document to anne.hon@polyu.edu.hk :</p> <ul style="list-style-type: none"> • CV • HR Form 7A <p>available at HRO website: https://www.polyu.edu.hk/hro/job/en/guide_forms/forms.php)</p>
Application Deadline	31 May 2021

* This part-time job opportunity will be counted towards WIE only if student has worked for 120 hours or more.

Note on Minimum Wage Ordinance

Please note that statutory minimum wage does not apply to student interns as well as work experience students during a period of exempt student employment. Please refer to the [Notes for Student Employees and Employers at the Labour Department](#).

If you want to accept a job paid below the statutory minimum wage (including no-pay internship), please send a written request to tcwie@polyu.edu.hk for issuance of the corresponding document.