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## Fall Intern (Program and Communications)

 Association of Pacific Rim Universities Limited (/company/view/37379)

Part Time

Internship

**Posted On** :2021-09-27

**Closing On** :2021-10-08

*JIS00231139*

 1 vacancy

 Cyberport

### Job Description

APRU International Secretariat is a small but nimble and tight-knit team which values working flexibly and collaboratively to serve 60 university members around the Pacific rim. The Secretariat is seeking a two-month Program and Communications Intern starting October 2021. This role will assist program communications across subjects like global health, sustainable cities, disaster reduction, and waste management. Working closely with the program team, this internship will help improve our program participation and engagement across the membership.

The selected candidate should commit to working for a total of 80 hours over the course of eight weeks. Working days and hours per week are negotiable. Part-time employment may be offered post the internship completion.

Data entry and reporting

- 1. Collect and organize webinar attendance data using zoom and Microsoft Excel
- 2. Summarize data to provide insights of attendees' demographic information
- 3. Assist with data entry to Mailchimp (email marketing software)

Website updates and maintenance

- Assist editing and posting news, events, and publications on the APRU website
- Create and modify tables or graphics on existing webpages to deliver clear and appealing program updates

Other duties may be assigned.

### Skills & Requirements

**Graduation Year** : 2018 - 2027

**Fields of Study** : Any Discipline

**Education Level (pursuing / obtained)** : Doctorate or above, Master / Postgraduate Diploma, Bachelor, Higher Diploma / Associate Degree

**Required Level of Work Experience** : None

- Prior work experience is a plus, as is an interest in effective communication across different channels through the effective use of analytics and data.
- A professional standard of spoken and written English is a must. Fluent in Chinese (Cantonese and/or Mandarin) is a plus.
- Proficiency in Microsoft Office Suite, especially Microsoft Excel
- Experience with website maintenance and communications
- Ability to communicate in a clear manner and with a strong sense of responsibility
- Detail-minded and able to work independently and under pressure.

## About *Association of Pacific Rim Universities Limited*

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APRU ([apru.org](http://apru.org)) is a consortium of 60 leading research universities linking Americas, Asia and Australasia. As the Voice of Knowledge and Innovation for the Asia-Pacific region, we bring together faculty experts, thought leaders, researchers, and policymakers to exchange ideas and collaborate on effective solutions to global challenges such as disaster risk reduction, women in leadership, population aging, global health, sustainable cities, and crisis management.

Established in Los Angeles in 1997 by the presidents of UCLA, Berkeley, Caltech and University of Southern California, the APRU International Secretariat is now located at Cyberport, Hong Kong SAR.

## Application Methods

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Please address your application to : Tina Lin

✉ [applications@apru.org](mailto:applications@apru.org) (<mailto:applications@apru.org>)

🌐 <https://apru.org> (<https://apru.org>)

📍 Unit 902, Level 9, Cyberport 2 100 Cyberport Road, HK

☎ 21177060

### Note:

Please address you application to: Ms Tina Lin, Senior Program Officer, via the email: [applications@apru.org](mailto:applications@apru.org) (<mailto:applications@apru.org>)

Note: A cover letter addressed the above criteria, detailed resume, and availability should be included in an email with a subject line: Apply for the Fall Intern (Program and Communications)

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