

United College Internship Programme - Summer 2022
Internship Offers Suitable for ALL Majors

	Name of Firm	Related Website	No of Offerings/Work Period	Job Title / Job Description	Experience and Qualifications	Work Address	Application Method	Contact Person
32	Blue Bird Education	https://www.bluebirdeducationhk.com/	2 Interns / June to August 2022	<p>Administrative Interns (2 positions) Administrative interns are expected to:</p> <ul style="list-style-type: none"> - assist the centre in exploring collaboration opportunities with external stakeholders in offering education classes, in particular languages and/or STEM; - prepare proposals and publicity materials and answer daily correspondences; - support the centre in managing the daily schedules of the management; - liaise with teachers of the centre in arranging classes; - assist in the administration of the centre, including data entry and consolidation work; - perform any other duties assigned by the centre. <p>Flexible work arrangements may be accommodated, subject to mutual agreement. On-the-job training will be provided with mentoring support.</p>	<p>The right candidate(s) should:</p> <ul style="list-style-type: none"> - be an undergraduate in any disciplines with immediate availability; - commit full-time in this position during the summer break (exact dates negotiable); - be passionate and eager to learn; - be mature and able to work independently and reliably with minimal supervision; - have good command of both written and spoken Chinese and English; - have good computer proficiency, including Word, Excel and PowerPoint. Knowledge in video editing and website development languages would be a definite advantage; and - possess strong communication skills and be able to liaise with different stakeholders of the centre, including management, teachers and external companies. <p>Candidates with excellent performance may be offered future working opportunities on a fulltime/part-time basis.</p>	Yuen Long / Tuen Mun / Mong Kok	Please send your CV and cover letter to bluebirdeducationhk@gmail.com and specify "Referred by United College"	Mr Chris Yau, Founder, Blue Bird Education

Internship Offer Suitable for Majors in Languages and/or Education or a related discipline

	Name of Firm	Related Website	No of Offerings/Work Period	Job Title / Job Description	Experience and Qualifications	Work Address	Application Method	Contact Person
33	Blue Bird Education	https://www.bluebirdeducationhk.com/	1 Intern / June to August 2022	<p>Education Intern (1 position) The education intern is expected to:</p> <ul style="list-style-type: none"> - Develop course curriculum, ranging from primary and junior secondary; - Prepare teaching materials; - Assist in the daily operation of the centres and tutorial classes, including educational and administrative aspects; - Liaise with teachers of the centre in arranging classes; - Perform any other duties assigned by the centre. <p>Flexible work arrangements may be accommodated, subject to mutual agreement. On-the-job training will be provided with mentoring support.</p>	<p>The right candidate should:</p> <ul style="list-style-type: none"> - be an undergraduate, preferably studying in Languages and/or Education or a related discipline, with immediate availability; - commit full-time in this position during the summer break (exact dates negotiable); - be passionate and eager to learn; - be mature and able to work independently and reliably with minimal supervision; - have good command of both written and spoken Chinese and English; - have good computer proficiency, including Word, Excel and PowerPoint. Knowledge in video editing would be a definite advantage; and - possess strong communication skills and be able to liaise with different stakeholders of the centre, including management, teachers and external companies. <p>Candidates with excellent performance may be offered future working opportunities on a fulltime/part-time basis</p>	Yuen Long / Tuen Mun / Mong Kok	Please send your CV and cover letter to bluebirdeducationhk@gmail.com and specify "Referred by United College"	Mr Chris Yau, Founder, Blue Bird Education

Internship Offer Suitable for Majors in Education or a related discipline

	Name of Firm	Related Website	No of Offerings/Work Period	Job Title / Job Description	Experience and Qualifications	Work Address	Application Method	Contact Person
34	Blue Bird Education	https://www.bluebirdeducationhk.com/	Part-time Tutors	<p>The centre offers positions for Part Time tutors , details as appended: A. 2 x Maths / Science Tutor (Secondary Section / DSE Level) B. 2 x English Tutors (Primary Section / Secondary Section) C. 2 x STEM Education Tutor (Elementary Level / Intermediate Level) D. 2 x Art Tutors (Kids / Juniors / Teenagers)</p> <p>Tutor duties and responsibilities:</p> <ul style="list-style-type: none"> ● Reviewing classroom or curricula topics and assignments ● Assisting students with homework, projects, test preparation, papers, research and other academic tasks ● Working with students to help them understand key concepts, especially those learned in the classroom ● Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions ● Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics ● Developing and distributing teaching materials to supplement classroom lessons, including study guides ● Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation ● Providing students positive and constructive feedback ● Offering feedback on progress to students' parents and teachers where appropriate 	<p>Requirements:</p> <ul style="list-style-type: none"> ● University Undergraduates / Degree holders (Hons.) in Education or related subject (Fresh graduates are welcome) ● High proficiency in spoken & written English, classes to be conducted in English ● Familiar with tests and DSE syllabus is a plus ● Previous experience in teaching after-school class would be an advantage ● Excellent interpersonal skills with students, staff and parents ● Passionate in teaching, mature and responsible ● Tutors need to be highly organized, patient, and punctual with passion for their subject and sharing the knowledge to be successful in their role 	Yuen Long / Tuen Mun / Mong Kok	Please send your CV and cover letter to bluebirdeducationhk@gmail.com and specify "Referred by United College"	Mr Chris Yau, Founder, Blue Bird Education