

The Independent Schools Foundation Academy (The ISF Academy) has a deep commitment to Hong Kong, inspiring Pre-Primary to Grade 12 learners to act as empowered global stewards since our establishment in 2003. As an internationally accredited private independent school, our unique student-focused academic curriculum and experiential learning programs are deeply rooted in Chinese culture combined with a truly bi-lingual and intercultural learning environment. ISF's exceptional IB DP performance has promoted graduates to the world's most prestigious universities to continue their next stage of learning. The school currently has around 2000 students and 400 employees. We are now seeking an energetic, qualified, and experienced candidate to fill the following position:

Summer Helper (Ref: SH/20181129_isf)

Job Responsibilities:

- Support daily operations in the assigned department and maintain high level of service
- Participate school projects and events
- Handle school data and maintain good record with check and balance
- Assist ad hoc assignments
- Coordinate and liaise with internal and external parties to ensure smooth procedure

Assigned Office:

- Depends on candidates' interests, specialties, skills and particular office's requirements

Service Period:

- Start from June 2019 to Aug 2019, the exact period depends on the operational needs of particular office

Requirements:

- Full-time students studying in accredited degree program
- Good command of both written and spoken English and Chinese, including Mandarin
- Proficiency in computer software applications: Microsoft Office, Google docs, Chinese word processing

Free Shuttle Bus will be provided arrival to and departure from The ISF Academy:

Route: North Point > Admiralty Centre > Causeway Bay > Aberdeen > The ISF Academy

The ISF Foundation, Academy & Pre-School are committed to ensuring safety and well-being of our students. We hold high standards of recruitment practices with the attention to child safeguarding. All applicants to us must be willing to undergo background checks and child protection screening.

Interested students, please apply by sending your full Curriculum Vitae with a covering letter to career@isf.edu.hk.

Application Deadline: 30 Apr 2019