

**2024 Summer Internship Programmes, New Asia College****Overseas Internship Opportunities (Round 1):**

Organization	City	Job descriptions / Responsibilities	No. of vacancy *	Internship Period	Remarks / Requirements
World Scientific Publishing Co Pte Ltd ( <a href="https://www.worldscientific.com">https://www.worldscientific.com</a> )	Singapore	<p>Editorial Intern (1):</p> <ul style="list-style-type: none"> <li>• Editorial support, inclusive of admin work,</li> <li>• Books production / journals operation and general admin support,</li> <li>• Copyediting / proofreading of book manuscript,</li> <li>• Source for conferences,</li> <li>• Maintain accuracy of facts and names, etc. of publications.</li> </ul> <p>Marketing Intern (1):</p> <ul style="list-style-type: none"> <li>• Assisting in the Marketing Department for plans and strategies to promote academic publications,</li> <li>• Assisting Marketing Executives in book launches, conference, events,</li> <li>• Internet research for information and maintaining customer databases,</li> <li>• Work with Marketing Executives and Artists on production of marketing collaterals such as brochures, posters, leaflets and others,</li> <li>• Conceptualise online and print campaigns to reflect Company's branding as well as standing in the scholarly publishing.</li> </ul>	2	June to August (8-10 weeks)	<ul style="list-style-type: none"> <li>• Students majoring in sciences and applied sciences, or</li> <li>• Students majoring in marketing and business studies,</li> <li>• Good command of spoken and written English and Chinese,</li> <li>• Strong communication skills</li> </ul>

<p>William Angliss Institute  <a href="https://www.angliss.edu.au">https://www.angliss.edu.au</a></p>	<p>Melbourne</p>	<ul style="list-style-type: none"> <li>• Interns will be working in the International Office and assisting in varied duties e.g. data entry, reporting, filing and preparing for intake of new students.</li> </ul>	<p>2</p>	<p>June to August (8-10 weeks)</p>	<ul style="list-style-type: none"> <li>• Students from all majors</li> <li>• Interest in hospitality, tourism, culinary arts or event management or international education</li> <li>• Strong communication skills</li> </ul>
<p>Cheung &amp; Kan Medical          (Private Clinic)  <i>The clinic's practice encompasses internist, hematologist and oncologist medicine, serving a diverse community in New York City with its branches in Manhattan, Queens and Brooklyn.</i></p>	<p>New York City</p>	<ul style="list-style-type: none"> <li>• Interns will learn the operation and maintenance of the clinic, including:             <ul style="list-style-type: none"> <li>– observe the daily work of doctors and nurses,</li> <li>– research on topic assigned by doctors,</li> <li>– assist in various medical procedures,</li> <li>– learn to interpret lab reports and help to contact patients,</li> <li>– assist with medical history taking,</li> <li>– familiarize with pharmaceutical sales and products.</li> </ul> </li> </ul>	<p>2</p>	<p>May to August (7-8 weeks)</p>	<ul style="list-style-type: none"> <li>• <u>One</u> student majoring in Medicine</li> <li>• <u>One</u> student majoring in Nursing</li> </ul> <p><b>(No limitation to year of study)</b></p>

\* Number of vacancy(ies) is/are subject to the final decision of individual organization.