

2026-2027 Academic Year International Internship Programme								
Faculty/School/C enter/Unit	Department	Programm e	Contact Person	No. of Intern(s) Requested	Qualification of Intern(s) Requested	Description of Duties for Intern(s) Requested	Dept. Head	Dean/ Unit/Center Head
Faculty of Business and Management(FBM)	Department of Accounting (DAcc)	Accounting (ACCT)	Mr. Polaris HUANG	1	UG's degree in Accounting, or related fields	1.Provide administrative support for courses and instructors. 2.Develop and maintain promotional content for the department and faculty's official media platforms. 3.Assist with student-related and official activities organized by the department and the Faculty of Business and Management(FBM). 4.Offer tutorial and remedial support to students. 5.Provide administrative assistance to students and the faculty.	Dr. Sun LIU	Prof. Koi Yu Adolf NG
	Department of Management (DM)	/	Dr. Keng Hong NG	1	Strong design thinking and brand strategy acumen and orientation; Proficient and experienced in using Photoshop and Illustrator (or equivalent software tools); Proficient in using video editing software such as Premier Pro, After Effects (or equivalent)is a plus; Candidates with practical experience in producing and managing design artwork for commercial applications is a plus(portfolio required); Candidates with web, social media and event design and management freelance or internship experience is a plus; Candidates who are pursuing a degree in Art or Design or similar field of study; Candidates with copywriting and journalism experience and skills is a plus; Proficient in both written and spoken English; Chinese/Mandarin language skills is a plus; Commit to at least 10 months for the internship.	Conceptualize and develop content ideas individually or in a team; Research and prepare concept treatments and references; Work with the Department and Faculty to develop content in accordance with a content calendar as well as ad hoc requests; Produce 2D graphics for marketing and organizational communication projects; Coordinate and manage production and project with the Department/Faculty and vendors (e.g. commercial printers, venue owners, etc.).	Dr. Keng Hong NG	
	Department of Communication (Dcom)	Public Relations and Advertising (PRA)	Dr.Jesse Owen Hearn- Branaman	1	Background in advertising, communication, cultural studies, media studies, journalism, media production, public relations, and/or sociology.	Managing studios, labs, and equipment; organizing student field trips and reading seminars; reporting on department events; acting as a one-on-one tutor for students; Preferred: Able to assist in workshop training students in media production, such as the use of cameras, microphones, and lights; good ability in media software, including Adobe Premiere Pro, Audition, and InDesign; Experience in graphic design and writing news article, PR copy, and AD copy.	Dr.Jesse Owen Hearn- Branaman	
		Media and Communica tion Studies (MCOM)		1	Background in advertising, communication, cultural studies, media studies, journalism, media production, public relations, and/or sociology.	Managing studios, labs, and equipment; organizing student field trips and reading seminars; reporting on department events; acting as a one-on-one tutor for students; Preferred: Able to assist in workshop training students in media production, such as the use of cameras, microphones, and lights; good ability in media software, including Adobe Premiere Pro, Audition, and InDesign; Experience in graphic design and writing news article, PR copy, and AD copy.		
		Chinese Culture and Global Communica tion (CCGC)		1	Background in communication, cultural studies, media studies, sociology, China studies, Chinese literature, history, and linguistics.	Organizing student field trips and reading seminars; reporting on department events; acting as a one-on-one tutor for students.		

Faculty of Humanity and Social Science(FHSS)	The Institute of Cross-Cultural Studies(ICCS)	/	Ms. Kit Yang	2	Bachelor's degree or above. Good work ethic, excellent English writing skills, good computer skills, and consistent time management, positive mindset; Always willing to help out. Must be reliable, efficient, patient, friendly, responsible and flexible; emotionally mature. Strong design skills. Basic understanding of scientific research methods. Good English communication skills.	Design & Visual Communication: -Create visually compelling presentations, reports,and marketing materials to communicate complex research findings to diverse audiences. -Assist in the design of user interfaces (UI) for experimental tools or data visualization dashboards. -Develop graphic assets for internal communications, conference posters, or digital platforms. -Collaborate with the team to ensure all visual outputs align with project goals and branding guidelines. Research & Analysis: -Assist in the design, execution, and data collection of experiments or studies. -Perform quantitative and/or qualitative data analysis using appropriate software. -Document research procedures, results, and contribute to drafting papers,reports,or grant proposals. Cross-functional Collaboration: -Work closely with international team members to translate technical concepts into engaging visual formats. -Participate in team meetings, providing updates on both design and research progress. -Bridge the gap between the scientific and creative aspects of projects to ensure cohesive output. Project Support: -Support the team with administrative tasks related to ongoing research and design projects as needed. -Help maintain a digital archive of research data and design assets. -Contribute to brainstorming sessions and the development of new project ideas. Plan, organize, and lead ICCS in engaging and motivating students. Collaborate with ICCS staff, supervise student helpers, and jointly develop Perform other assigned office duties as required.	Prof. Indika LIYANAGE	Prof. TANG Beibei
	Department of Languages and Cultures (DLC)	/	Mr. Francis ZHANG	3	Currently pursuing or recently completed coursework in Literature, Linguistics, Creative Writing, English Studies, TESOL/Applied Linguistics, Translation Studies, Intercultural Studies/Communication, Digital Humanities. Strong written and oral communication skills preferred; Basic proficiency with office and digital learning tools (e.g., Google Workspace, Microsoft Office, Canvas, learning management systems). Ability to work independently and as part of a team; strong organizational skills and reliability in meeting deadlines.	1) Assist with tutorials in practical courses of translation; 2) Assist in interpreting courses (such as role-playing as speaker); 3) Assist in programme and department student activities; 4) Assist with the English website for programmes and department.	Prof. Charles Lowe	
	Department of Social Sciences(DSS)	Digital Social Science(DGS) Programme Globalisation and Development (GAD) Programme	Mr. Scott Tan	1	Bachelor's degree in related fields; interest in Chinese culture and society; diligent and proactive attitude; readiness to work in dynamic, multicultural environment.	Interns shall provide support in the context of program activities such as course management, academic counseling, tutorials, internationalization, promoting, and practical training (for example, internships, field-trips, and student-teachers research cooperation.)	Dr. Edoardo Monaco	
			1	Bachelor's degree in related fields; interest in Chinese culture and society; diligent and proactive attitude; readiness to work in dynamic, multicultural environment.	Interns shall provide support in the context of program activities such as course management, academic counseling, tutorials, internationalization, promoting, and practical training (for example, internships, field-trips, and student-teachers research cooperation.)			
	Department of Life Sciences	Food Science and Technology	Prof. Bruce XU	1	B.Sc. or MSc in Food Science, Chemistry, Biology, Biotechnology, Biochemistry, Nutrition, Medicine or any other related disciplines. Excellent skills in English speaking and writing.	The major job responsibility is to work closely with professors to maximize teaching effectiveness: 1. Plans and holds laboratory experiments as well as tutorials. 2. Assists with organizing homework assignments, activities, and projects. 3. Attends all class and laboratory sessions; tracks and records student class attendance as requested by the course instructor. 4. Evaluate student performance, including but not limited to marking examinations, quizzes, and assignments: and the records grades and scores in the grade book 5. Perform other academic or college-related duties as assigned by professors.	Prof. Bruce Baojun XU	
		Environmental Science (bachelor's programme) ; Sustainable Energy Technology and Management (master's programme)	Dr.Siu-tai TSIM	1	1. Bachelor's degree or above in Environmental studies, Environmental Science, Energy technology, Urban planning and sustainability, Ecology etc. with cGPA 3.3 or above. 2. Patience and good intercultural communication skill to the people from diverse cultural background such as Chinese students and faculty members. 3. Experience in research and teaching is preferable.	1. Provide teaching support in lecture and laboratory courses including but not limited to grading of assignments, attend class and conduct tutorial class, give advice to co-curricular activities. 2. Participate in research activities. 3. Support other staff in the department and programme assigned by the heads.		

Faculty of Science and Technology (FST)	Department of Computer Science	AI and Computer Science and Technology	Ms. Ann GUO	2	1. Successful completion of a Bachelor's degree in Computer Science or a related field. 2. Strong interpersonal skills to interact effectively with students and staff. 3. Ability to work effectively in a team, collaborate with colleagues from diverse cultural backgrounds.	1. Engaging in activities that help Chinese students improve their English, especially in technical aspects relevant to computer science. 2. Participating in and contributing to student activities, workshops, or seminars.	Prof. Weifeng SU	Prof. YANG Jian
	Department of Statistics and Data Science	Data Science	Dr. Donglong CHEN	1	1.Successful completion of a Bachelor's degree or above in Data Science, Statistics, or Computer Science. Meet at least a standard of 7.0 IELTS or equivalent if the applicant is from a non-English speaking country. 2.A full transcript of academic work completed with a minimum overall GPA of 3.4. 3.Have strong communication skills and the ability to work effectively as a team member in an intercultural setting.	Interns are expected to a) have strong communication skills and the ability to work effectively as a team member in an intercultural setting; b) If placed in a program, be familiar with the syllabus of the course concerned; c) work closely with assigned instructors/ supervisors in the daily planning and implementation of lesson plans; d) attend lectures and/or tutorials as required; e) competently maintain attendance and grade records; f) assist in grading assignments; g) assist the instructor in conducting classes; h) assist in preparing course materials; i) work with students as required by the instructor; and j) give timely feedback from the students to the instructor so that the instructor can take appropriate and timely action. k) possess relevant skills as stipulated by the recruiting unit.	Prof. Ping HE	
		Statistics	Prof. Ping HE	1	1.Successful completion of a Bachelor's degree or above in Data Science, Statistics, or Computer Science. Meet at least a standard of 7.0 IELTS or equivalent if the applicant is from a non-English speaking country. 2.A full transcript of academic work completed with a minimum overall GPA of 3.4. 3.Have strong communication skills and the ability to work effectively as a team member in an intercultural setting.	Interns are expected to a) have strong communication skills and the ability to work effectively as a team member in an intercultural setting; b) If placed in a program, be familiar with the syllabus of the course concerned; c) work closely with assigned instructors/ supervisors in the daily planning and implementation of lesson plans; d) attend lectures and/or tutorials as required; e) competently maintain attendance and grade records; f) assist in grading assignments; g) assist the instructor in conducting classes; h) assist in preparing course materials; i) work with students as required by the instructor; and j) give timely feedback from the students to the instructor so that the instructor can take appropriate and timely action. k) possess relevant skills as stipulated by the recruiting unit.		
School of Culture and Creativity(SCC)	Department of Culture, Creativity and Design(DCCD)	Culture, Creativity and Management (CCM)	Dr. Xi WANG	1	Strong organizational and communication skills are essential, and program-related disciplines are required; The ability to work independently and collaboratively in a team setting is crucial; Candidates should demonstrate a genuine passion for and interesting culture, creativity and design.	1.Organizing students' field trips, exhibitions, activities, etc.; 2.Managing office files; 3.Program-related admin tasks; 4.Support the coordination of gradshow, welcome party of students, workshops, guest lectures and other events related to media arts, cultural industry, and tourism programme; 5.Contribute to the development of marketing materials and promotional strategies.	Dr. Yuan YUAN	Prof. Eugene CH'NG
		Media Arts and Design (MAD)	Dr. Yuan YUAN	1	Strong organizational and communication skills are essential, and program-related disciplines are required; The ability to work independently and collaboratively in a team setting is crucial; Candidates should demonstrate a genuine passion for and interesting culture, creativity and design.	1.Organizing students' field trips, exhibitions, activities, etc.; 2.Managing office files; 3.Program-related admin tasks; 4.Support the coordination of gradshow, welcome party of students, workshops, guest lectures and other events related to media arts, cultural industry, and tourism programme; 5.Contribute to the development of marketing materials and promotional strategies.		
		Tourism, Hospitality and Event Management (THEM)	Dr. Danting CAI	1	Strong organizational and communication skills are essential, and program-related disciplines are required; The ability to work independently and collaboratively in a team setting is crucial; Candidates should demonstrate a genuine passion for and interest in culture, creativity and design.	1.Organizing students' field trips, exhibitions, activities, etc.; 2.Managing office files; 3.Program-related admin tasks; 4.Support the coordination of gradshow, welcome party of students, workshops, guest lectures and other events related to media arts, cultural industry, and tourism programme; 5.Contribute to the development of marketing materials and promotional strategies.		
	Department of Film Television	Cinema and Television (CTV)	Dr. Niles LI	2	Film production-related majors Having proficiency in certain areas of film production, such as cinematography, lighting, sound, editing, production design etc. Having experiences in managing studios, labs and equipment.	Managing studios, labs, and equipment. Assisting teaching and running tutorials. Helping with organizing guest lectures, events, and screenings Helping students improve English proficiency		

	Film, Television and New Media (DFTNM)	Animation and Interactive Media (AIM)	Dr. April WEI	2	Animation and game-related majors Having proficiency in certain areas of animation or game design, such as 2D, 3D, interactive design, UI design, VR/ AR, etc. Having experience in managing studios, labs and equipment.	Managing studios, labs, and equipment. Assisting teaching and running tutorials. Helping with organizing guest lectures, events, and screenings. Helping students improve English proficiency.	Dr. Gailan WEI	
		Game Design (GD)	Dr. Rulin CHEN	2	Game design and computer science-related majors Having proficiency in certain areas of game developers, character designers, level designers, etc. Having experiences in managing studios, labs and equipment.	Managing studios, labs, and equipment. Assisting teaching and running tutorials. Helping with organizing guest lectures, events, and screenings Helping students improve English proficiency		
	Department of Music (DMUS)	Music Performance (MP)	Prof. Matthew Sansom	1	Has earned a bachelor of music, bachelor of arts, bachelor of fine arts, or bachelor of science degree from an accredited institution in any of the following areas: Music Performance, Music Education, Music Technology, Music Industry, Music Business, Music Composition, Arranging, Music Therapy, Screen Scoring, Film or Videogame Music, Music Production, Music Theory, or related areas.	Assisting with the day-to-day operation of the Music Department, administrative duties, support of teaching staff, organizing and managing concerts and events, performing in concerts(if appropriate), assisting with facilities management, coordinating student advising sessions, managing communications with internal and external stakeholders, assisting with performance juries, and other duties as assigned by the department head. (Note: This description of duties is meant to be representative of the actual duties, however actual tasks may differ based on the interests and capabilities of the candidate, and actual department needs)	Prof. Matthew SANSOM	
School of General Education(SGE)	Centre for Foreign Languages (CFL)	English Language	Mr. Jon Corbett	8	English Language 1.Bachelor's degree (English major preferred). 2.Good work ethic, excellent English writing skills, good computer skills, and consistent time management, positive mindset; Always willing to help out. 3.Must be reliable, efficient, patient, friendly, responsible and flexible; emotionally mature; CFL will interview applicants who have selected CFL as their first choice.	1.Tutor students in the Student English Learning Hub: Writing Assistance Program, Speaking Assistance Program, English Speaking Corner, Student English Support Program, etc. 2.Organize clubs for students. 3.Assist lecturers in class or outside of class. 4.Promote CFL learning activities among students. 5.Help with contests and activities, exams. 6.To assist with Centre administrative tasks and duties as required, etc.	Mr. Jon Corbett	Prof. Haipeng Guo
		Foreign Languages		1	Foreign Languages 1.Candidates for this position should possess a degree in a Foreign Language (German, French, Spanish, Japanese, or Korean). Experience in more than one language would be an advantage. 2.Must be reliable, efficient, patient, friendly, responsible and flexible; emotionally mature; CFL will interview applicants who have selected CFL as their first choice.	1.Tutor students in the Student English Learning Hub: Writing Assistance Program, Speaking Assistance Program, English Speaking Corner, Student English Support Program, etc. 2.Organize clubs for students. 3.Assist lecturers in class or outside of class. 4.Promote CFL learning activities among students. 5.Help with contests and activities, exams. 6.To assist with Centre administrative tasks and duties as required, etc.		
Center for Teaching and Learning (CTL)	/	/	Ms. Sandy Shanshan CHEN	1	1.Native Level English Speaker: Fluency in English with excellent verbal and written communication skills, preferably a native speaker to ensure proficiency in language usage, grammar, and cultural nuances. 2.Educational Background: Currently enrolled in or a recent graduate of a bachelor's or above degree in education, linguistics, communication, or a related field, demonstrating a solid academic foundation; 3.Experience in Content Creation and Editing: Skills in creating, editing, and proofreading English content, ensuring clarity and appropriateness for diverse international audiences. 4.Digital Proficiency: Proficient in computer skills, including familiarity with Microsoft Office Suite (Word, Excel, PowerPoint), and experience with website maintenance or content management systems; 5.Analytical and Organizational Skills: Ability to analyze data, organize information, and manage tasks efficiently. Proficiency in data analysis tools could be an advantage. 6.Interpersonal and Teamwork Skills: Strong interpersonal skills, with the ability to work collaboratively in a team and engage effectively with colleagues and students. 7.Adaptability and Initiative: Flexibility to adapt to different roles and environments, and the initiative to take on responsibilities and contribute ideas.	1.Language Editing and Proofreading: Provide editing and proofreading support for academic papers, research reports, and other written materials to ensure clarity, coherence, and correctness in English language usage; 2.Content Creation and Translation: Assist in the creation of English-language educational content, including writing and translating materials for diverse audiences. This may involve adapting content for cultural and linguistic appropriateness; 3.Social Media and Website Management: Manage and contribute to CTL's English-language social media platforms and website content. This includes creating engaging posts, updates, and ensuring the language used is appropriate for international audiences; 4.Professional Development and Networking: Participate in professional development opportunities, and network with professionals and academics in the field of education, particularly in contexts where English is the primary language. 5.Editorial Support for Innovative Teaching and Learning Journal (BNBU's pedagogical journal, ITL): to provide high-quality language editing for scholarly articles, ensuring clarity, coherence, and academic rigor.	Dr. Wai-wan Vivien Chan	/
Media and Public Relations Office(MPRO)	/	/	Ms. Cecilia Yu	1	1.Bachelor's degree or higher, preferably in Marketing, Journalism, Communications, Literature or a related field. 2.Excellent writing and editing skills with a creative mindset. 3.Experience in social media operations or a related area. 4.Skilled in graphic design and clip editing (Photoshop, Canva, PR, Cap cut etc.) Attention to detail and a keen interest in the latest tech trends and social media platforms.	1.Write and edit high-quality original content, including text, images, and videos, tailored for various social media platforms (such as Instagram, Facebook, X, and LinkedIn). 2.Brainstorm campaign ideas and posts on various social media platforms. 3.Proofread news stories, press releases as well as other promotional materials. 4.Take photographs of events and help produce video projects. 5.Develop promotional projects, e.g. publications, exhibitions, etc. Other tasks assigned by the supervisor.	Ms. Emily WU	/
	School of International Education (SIE)	Language Training Programme		2	1.Native Level English speaker with strong verbal and written communication skills. 2.Patient, responsible, enthusiastic, and able to work independently and efficiently. 3.Available for flexible working hours, willing to work in the evenings or on weekends.	1.Provide assistance and support for delivering English-related courses. 2.Provide English oral practice and vocabulary learning. 3.Assist with pre-class preparations, post-class exercises, and tutoring for English courses. 4.Organize English-related activities, such as English corner, tutorials, and workshops.		

Student Development Center(SDO)	School of International Education (SIE)		Ms. Abby LIU	1	1.Educational Institution and Major Requirements: Must be a current student of SHMS (Swiss Hotel Management School), HIM (Hotel Institute Montreux) or CRCS (Cesar Ritz Colleges Switzerland). Major is not limited; those familiar with the teaching mode and student management characteristics of the above institutions will be given priority. 2.Basic Quality Requirements: No restrictions on age or gender; possess good moral character and professional quality, work steadily and rigorously, be responsible, obey campus management arrangements, and have no bad conduct records. Ability Requirements: Strong sense of time, strictly abide by internship discipline, do not be late, leave early or absent from work without reason, and strictly follow the approval process when asking for leave; Good communication and expression skills, able to communicate clearly and patiently with students and teachers, and have certain problem coordination capabilities; Strong sense of responsibility and execution, able to efficiently complete various assigned tasks, actively pay attention to work details, and avoid perfunctoriness; Proficient in using Office software (Word, Excel, PowerPoint, etc.), and able to independently complete basic work such as document sorting and data statistics; Certain ability to work under pressure, able to adapt to the phased busy work rhythm, and actively cooperate with the team to complete various work.	1.Student Management Assistance: Assist programme teachers in daily student management work, including student attendance statistics, daily behavior guidance, dormitory management coordination, student consultation reception, etc., to maintain a good campus order. 2.Teaching Assistance Support: Cooperate with teachers in completing teaching preparation work, such as courseware sorting, printing and distributing classroom materials, maintaining classroom order, collecting and initially sorting out after-class assignments, etc. 3.Campus Activity Assistance: Participate in the planning, preparation and implementation of various campus student activities (such as orientation activities, campus cultural activities, academic exchange activities, etc.). 4.Language Teaching: Deliver language teaching courses with your native language, including conducting basic language courses, organizing language communication salons, compiling and sorting out native language learning materials, etc. 5.Other Related Work: Complete other temporary tasks assigned by campus teachers and assist in promoting the orderly development of various daily operation affairs of the campus.	Mr. ZHANG Shaofeng	/
	Career Development Center (CDC)	/		1	1.Must be an English native level speaker with good academic standing. 2.Excellent interpersonal, verbal, and written communication skills. 3.Ability to work effectively in a multicultural environment and demonstrate cultural sensitivity. 4.Strong organizational skills with the ability to manage multiple tasks and work independently. 5.Proficiency with standard software applications (e.g., Microsoft Office Suite). 6.Skilled in using tools for creating short videos and promotional materials. 8.A flexible schedule, with the willingness to work some evenings and weekends as needed for programs.	1.Assist with creating and distributing CDC marketing materials, including content for social media, newsletters, and flyers. 2.Help maintain online databases, CDC English Website, organize digital files and photos, and perform other office administrative tasks. 3.Handle general email inquiries and greet/assist students visiting the office. 5.Assist in preparing orientation packets and welcome materials for new international students Serve as a cultural liaison, helping to address questions and connect students with appropriate resources at the admin units and faculties especially at CDC.		
International Development Office (IDO)	/	/	Ms. Yuki Hong	2	1.Native Level English Speaker; 2.Must be reliable, efficient, patient, friendly, responsible and flexible; emotionally mature. 3.Ability to work effectively in a team, collaborate with colleagues from diverse cultural backgrounds. 4.Strong organizational skills with the ability to manage multiple tasks and work independently. 5.Fluency in Chinese is a plus.	1. Serve as the primary liaison between the IDO and international students, exchange students, and interns. Facilitate and coordinate all aspects of their academic, campus life, and work-related matters, providing essential support to ensure a seamless experience. 2. Provide comprehensive support to various teams in the collection, organization, and consolidation of data and materials, ensuring the accuracy and integrity of all information. 3.Assume full responsibility for the planning, organization, promotion, and execution of a wide range of on-campus and off-campus events hosted by the IDO, ensuring their successful and efficient delivery. 4.Apply expertise in relevant software tools to create high-quality promotional materials and manage information dissemination channels. 5.Support the management and operation of the IDO's official social media accounts, contributing to the organization's digital presence and audience engagement. 6.Assist in the development and maintenance of a comprehensive records system for international students and interns. Proactively monitor their progress and needs, delivering personalized support and guidance as required.	Dr. Darren Zhiquan WENG	/
Learning Resource Center (LRC)	/	/	Ms. Fung Y. CHAM	1	1. A Bachelor's degree; 2. Strong interpersonal skills; 3. Familiarity with library resources and services; 4. Enthusiasm for learning and reading; 5. Collaborative and team-oriented; 6. Approachability and friendliness.	1. Plan, organize, and lead reading groups, book discussions, and other library programs to engage students. 2. Collaborate with library colleagues to develop and implement outreach initiatives. 3. Liaise with the English Language Centre and other academic units to promote library resources and services. 4. Perform other office duties as assigned.		Ms. Fung Y. CHAM
Human Resources Office (HR)	/	/	Ms. Rayy LI / Ms. Mickey LI	1	HRO: 1. Bachelor's degree in Human Resources, Business Administration, or related field. 2. Strong interpersonal and communication skills. 3. Proficient in Microsoft Office suite. 4. Ability to handle data with confidentiality.	HRO: 1. Assist with day-to-day operations of the HR functions and duties. 2. Provide clerical and administrative support to the HR Office. 3. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.) 4. Coordinate HR projects (meetings, training, surveys, etc.). 5. Plan, organize, and coordinate HR-relative events.		Ms. Chasy GUO