Details of summer internship (2020 Summer Internship program)

**1) IT support Technician**

Function: Responsible in supporting IT related operations

Hours/Days: Full time employment (6th Jul 2020 – 31st Aug 2020)

Responsibilities:

* Assist on developing solutions for routine technical problems
* Maintain and support a variety of IT products applications, including computers, server, network, and software;
* Maintain and support the use of audio-visual equipment like projector and sound system when needed;
* Developing distance business system;
* Assist and support in digital marketing;
* Perform other duties as assigned

Required Skills & Abilities:

* STEM disciplines are welcome
* Able to work independently
* Good communication skills
* Proficient in written and spoken Chinese / English
* Experienced in using variety of administration tools such as Microsoft office

Benefits to student:

Opportunities to collaborate with our staff on important projects.

Orientation & Training:

One-day orientation session is provided: Company training

All their work is supervised by Operation Officer

**1) Lab assistant**

Function: Assist in lab daily routine, preprocessing specimens

Hours/Days: Full time employment (6th Jul 2020 – 31st Aug 2020)

Responsibilities:

* Assist in product development and optimization;
* Perform any laboratory duties assigned by CTO;
* Propose research directions to research team;
* Perform other duties as assigned

Required Skills & Abilities:

* Biology or Life Science related disciplined;
* Able to work independently
* Good communication skills
* Proficient in written and spoken Chinese / English
* Experienced in using variety of administration tools such as Microsoft office

Benefits to student:

Opportunities to collaborate with our staff on important projects.

Orientation & Training:

One-day orientation session is provided: Company training and lab training;

Direct report to CTO on weekly basis;

All their work is supervised by CTO