

## Data Analysis & Admissions Support Summer Intern Job Description

<b>Role Summary</b>	Work with Admissions Office and Survey Committee over the summer, assisting in the analysis of student survey data and admission outreach planning.
<b>Main Accountabilities</b>	<ol style="list-style-type: none"> <li>1. For the second consecutive year, all students at the college have participated in a student survey which asks them over 200 questions related to various aspects of college life. The analysis will be responsible for:             <ol style="list-style-type: none"> <li>a. processing and mining of student survey data to identify patterns and correlation</li> <li>b. producing a document which presents the quantitative data of the last two surveys in a synthesized and visually appealing manner</li> <li>c. liaising remotely with the staff supervisor of the survey committee</li> </ol> </li> <li>2. Assist Admissions Office in:             <ol style="list-style-type: none"> <li>a. updating the admission database on school contacts</li> <li>b. processing and mining of last 3 years' admission data on the trends and patterns</li> <li>c. developing integrated data-informed outreach plan</li> <li>d. revamping the information booklets for new students</li> </ol> </li> </ol>
<b>Requirements</b>	<ol style="list-style-type: none"> <li>1. Must hold a Permanent Resident of HKSAR and hold a valid HKID card</li> <li>2. Possess strong logical and mathematical skills.</li> <li>3. High proficiency in both written and spoken English and Chinese.</li> <li>4. Ability to communicate effectively in person and in writing.</li> <li>5. Responsible and able to work independently without supervision.</li> <li>6. A good eye for design and attention to detail.</li> <li>7. Share the vision and values of UWC Movement.</li> <li>8. Committed to whole internship programme for the duration of the contract.</li> </ol>
<b>Typical reporting relationship</b>	Admissions Director and Staff Supervisor of the Survey Committee
<b>Applications</b>	Please send your CV and a letter of interest to <a href="mailto:admissions@lpcuwc.edu.hk">admissions@lpcuwc.edu.hk</a> before 7 June 2018.