

港大研會執行團隊 2021-22 幹事招募 HKU PGSA Executive Officer Recruitment



HKU PGSA

POSTGRADUATE STUDENT ASSOCIATION
THE UNIVERSITY OF HONG KONG

香港大學研究生會

HKU PGSA 香港大學研究生會簡介 Introduction of HKU PGSA

香港大學研究生會(The Postgraduate Student Association of The University of Hong Kong, HKU PGSA) 成立於 1993 年，是在香港警署註冊、受香港大學校方認可、唯一代表全體研究生的非營利學生組織。PGSA 與學校保持緊密的交流與合作，努力為在校研究生爭取更多的權益和資源，並為在校生和校友提供全面優質的服務。PGSA 不定期舉辦、協助舉辦或宣傳各類針對港大研究生群體的活動，包括但不限於迎新服務、體育比賽、社交活動、社會公益、交流晚宴、就業工作坊、戶外運動以及學術講座等。港大研究生可以通過參加各類學術、社交、休閒活動來豐富校園生活，鍛煉自身技能，廣泛結交好友。

HKU PGSA was established in 1993, is a non-profit student organization which is registered in Police Station of Hong Kong, recognized by the University of Hong Kong and the only one to represent all postgraduate students of HKU. PGSA dedicates to serve the whole community of postgraduate students with close communication and cooperation with the University as well as striving for rights and benefits to postgraduate students. PGSA often organizes, co-organizes and promotes all kinds of activities involving postgraduates of HKU, for instance, orientations, sports games, social events, volunteering, ceremonial gala, workshops, outings and forums. Students enrich their campus life, train their skills and make friends by participating our activities.

PGSA 執委會各部門簡介 Introduction of PGSA Executive Committee (ExCo)

PGSA 執委會架構 Structure of ExCo

香港大學研究生會執委會根據職能共設立 11 個部門。各部門之間分工明確，緊密合作，保證了研會各項事務的高效運作。接下來就詳細介紹一下本屆執委會的成員吧：

11 offices are formed by various aspects of work. Offices collaborate efficiently to bolster the running of PGSA. Please see following introduction of ExCo members of this year:



主席 President

吳迪 WU Di

Ph.D. Candidate in Molecular Biology



執行副主席 Vice President (Executive)

石唐森一 SHI Tangsenyi (Sen)

Ph.D. Candidate in Education



資訊及技術部部長 Secretary of Information & Technology Office

王炎佳 WANG Yanjia (Ansley)

Ph.D. in Civil Engineering

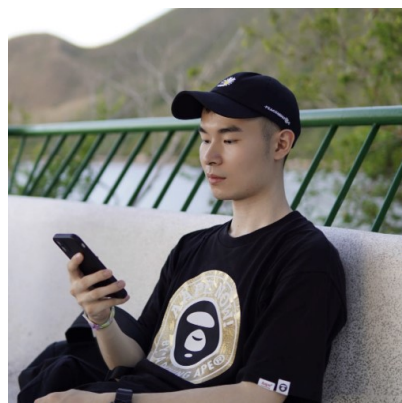
性格外冷內熱，做事認真，待人真誠。平時的我熱愛運動，興趣愛好廣泛，喜歡多交朋友。希望大家多交流，認真對待每一次活動。

部門職能/Department functions

- 官網以及其他平臺的維護及運營 Maintenance and operation of PGSA official website , apps and other online forums.
- 活動網頁平臺的搭建 Developing the web platforms of some activities

招募要求/Recruitment requirement

- 具有一定的編程能力 Basic programming skills, knowledge of web development (HTML, JavaScript, PHP, etc.) is a plus
- 具有 UI 設計能力者優先 User-interface (UI) design skills, experience of collaborative projects with programmers is favored
- 擁有良好的資訊管理能力 Information management skills, such as content editing or other daily operation of websites, apps, online forums, etc.



會員及校友部部長 Secretary of Membership & Alumni Office

宋家桐 SONG Jiatong

MPhil in Civil Engineering

對生活充滿希望和熱情，對世界保持好奇的敬畏。平時在生活中樂觀開朗，願意嘗試新奇事務的工科搬磚人。我喜歡乾淨俐落的處理好學習、生活和工作的交織，提前做好時間規劃和分清事情的重要性；同時我也樂於與小夥伴共同探討交流，分享彼此的思維。

部門職能/Office functions:

- 倡導研究生為學校發展建言獻策 Advocate proposing ideas for the development of University
- 以多樣化的形式推進校友凝聚力建設 Increase cohesiveness of alumni members

招募要求/Recruitment requirements:

- 熱心積極，對新事物具有好奇心，願意挑戰未知 Positive, curious, enjoying challenges
- 良好的溝通能力及組織協調能力 Good communication and organization capability
- 良好的時間管理能力 Be good at time management



宣傳部 Secretary of Publication Office

羅墨軒 LUO Moxuan (Kerry)

Ph.D. in School of Chinese, Faculty of Arts

愛運動、愛樂器、愛畫畫的非典型文科男。希望能與大家做朋友！

部門職能/Department functions:

- 負責 PGSA 公眾號的日常設計與運營 Design and operation of PGSA WeChat official account
- 文字編輯 Text editing
- 設計海報 Poster Design
- 如有餘力，可協助其他部門的相關工作 If you have spare time, you can assist other departments in related work

招募要求/Recruitment requirements:

- 具有良好的文字書寫能力 Good at writing
- 掌握微信公眾號的編輯功能 Be able to master the editing function of Wechat official account
- 熟悉 PS、秀米等編輯工具 Familiar with PS, Xiumi and other editing tools
- 樂於為集體貢獻一份力量 Willing to make contributions to collective



外務副主席 Vice President (External)
 宋宸樞 SONG Chenshu (Austin)
 Ph.D. Candidate in Civil Engineering



(署理) 職業發展部部長 *Acting Secretary of Career Development*
 韓江雪 HAN Jiangxue (Jessie)
 Ph.D. in Faculty of Engineering

非典型理工科女生-工作上認真負責，生活中軟萌可愛～不擅長動腦，但樂於探索；五音不全卻熱衷於唱 K；期待在 PGSA 遇到可以一起努力也可以一起玩耍的你 😊

部門職能/Department functions

- 聯絡及協助企業在港大舉辦招聘會或其他招聘活動 contacting and assisting enterprises to carry out career fairs or other recruitment activities at HKU
- 策劃並舉辦職業發展講座，為同學們提供求職及個人提升資源 planning and holding career talks to provide resources on job seeking & personal promotion for students
- 聯絡校友提供內推 contacting alumnus for internal referrals

招募要求/Recruitment requirements:

- 對策劃及組織職業發展活動有興趣 Interested in planning and organizing career development activities
- 有良好的溝通能力，以及擴展人際交往圈的熱情 Having good communication skills and passion in expanding interpersonal circle

-有良好的時間管理能力，對待工作負責 Having good time management skills and responsibility for work

有全職實習/工作經驗，或校內校外活動組織經驗者優先 Full-time internship/work experience or experience in organizing on-campus and off-campus activities is preferred

有良好的文字工作能力及攝影經驗者優先 Good writing skills and photography experience are preferred



國際聯絡部部長 Secretary of International Liaison

Maxwell Q. Collins

MPhil in Earth Sciences

I like hiking, reading, singing, cooking, PC games, exploring and trying new things. I want to become more connected with other students and create a diverse and inclusive community

部門職能/Department functions:

- Plan and hold cross-cultural events
- Promote communication and cohesion between students of all backgrounds

招募要求/Recruitment Requirements:

- Willingness and passion to learn
- Good communication skills
- Open-mindedness
- Studious and motivated



社會項目部部長 Secretary of Social Program Office

王粵 WANG Yue (Eric)

Ph.D. candidate in Biological Sciences

希望藉助 PGSA 的平臺，與社會服務夥伴建立聯繫，為大家提供許多參與各類型社會服務的機會，從而接觸本地社區，瞭解社會動態。

PGSA provides all-round development for postgraduates as always. I wish to be a leader and work closely with the team to inspire our members. It would be my honour to be a part of the family to provide high quality services for students and build a strong connection between students and external community.

部門職能/Office functions:

- 志願活動的策劃與實施 Event Planning and Implementation for voluntary activities
- 對接校外社會福利機構和 NGO 組織 Contact with external welfare community/non-governmental organization (NGO)

招募要求/Recruitment requirements:

- 有責任心、熱情、耐心 Responsible, motivated and patient
- 良好的溝通技巧 Good communication skill
- 盡職盡責 Dedicated to fulfill duties



內務副主席 Vice President (Internal)

張雲屏 ZHANG Yunping (Sherry)

Ph.D. in Electronic and Electrical Engineering



學術發展部部長 Secretary of Academic Development Office

田野 TIAN Ye (Eugene)

Ph.D. in Mechanical Engineering

工作認真負責，溫和隨性，愛好廣泛，熱愛生活。願與志同道合的小夥伴一起共同努力完成部門的各項工作

部門職能/Office functions:

- 支持學生學術研究活動的開展（例如知識競賽，學術講座及論壇等） Support academic events (competition, seminar, forums)
- 維護學術利益 Protect academic interests

招募要求/Recruitment requirements:

- 有較強的溝通交流能力 Strong communication skills
- 有較好的組織能力 Good organizing skills
- 責任心強，能及時完成所分配的任務 Be responsible and punctual
- 對於學術前沿資訊有較強興趣 Interested in the frontier of academic fields



（署理）學生福利部部長 *Acting Secretary of Student Welfare*

顧穎 GU Ying

Ph.D. Candidate in Faculty of Dentistry

個性隨和，熱愛設計，希望在新的一年裡，PGSA 福利部能創作更多有心意的禮品，多方位提高研究生的福利。

部門職能/Department functions

- 設計與採購會員禮品 Design and purchase package
- 協助禮品派發工作 Assist in package distribution

招募要求/Recruitment requirements

- 責任心強，有耐心 Be responsible and patient
- 善於團隊協作與溝通 Good at teamwork and communication
- 富有創意思設計與審美能力 Ability in creative design and beauty appreciation



大學事務部部長 Secretary of University Affairs Office

Hayley Hunt

Ph.D. in Earth Science

I like rugby, dance, hiking and I am positive, determined, empathetic. I am looking forward to representing the needs of international postgraduate students.

部門職能/Department functions

- 負責銜接和香港大學相關的事務 Connect with the University
- 負責聯繫各個學院董事會的研究生代表 Contact PG representatives in board of Faculties
- 收集與統計在校或潛在學生對學校各項事宜的疑問或諮詢，並及時提供對應解決方案 Collect students' opinion about the University and provide solutions swiftly

招募要求/Recruitment requirements

- Good communication with others and working as part of a group
- Problem solving
- Motivation to get involved in representing the needs of students to promote positive change



秘書長 General Secretary

周婷 ZHOU TING (Carol)

Ph.D. Candidate in Li Ka Shing Faculty of Medicine



文娛部部長 Secretary of Recreation & Cultural Development Office

李正橋 LI Zhengqiao

Ph.D. Candidate in Physics

性格隨和，愛好廣泛，熱愛音樂，運動，希望 PGSA 的文娛部在新的一年可以豐富研究生群體的課餘生活

部門職能/Department functions

- 協助管理研會旗下各社團 Assist in the management of the societies under PGSA
- 維持屬會社團的正常運行 Maintain the normal operation of affiliated societies
- 建立屬會社團之間的溝通聯系 Establish communication between affiliated societies
- 协助属会社团参与研会活动的筹划和举办 Assist affiliated societies to join the planning and conducting activities of PGSA

招募要求/Recruitment requirements

- 善於團隊協作 Good at teamwork
- 較強的溝通能力 Skill at communication
- 熱愛文娛活動 Love recreational activities



署理檔案部部長 Acting Secretary of Archive Office

宋禕 SONG Yi

Ph.D. Candidate in Civil Engineering

工科專業，文藝靈魂。性格溫和但工作認真嚴謹。愛好廣泛，樂於接納新鮮事物。期待與大家在 PGSA 的相遇！

部門職能/Department functions

- 策劃內部團建 Planning internal team activities

- 協助整理文字材料 Assisting in organizing written materials
- 會議記錄、會議紀要整理 Recording and arranging the content of meeting
- 協調安排工作人員 Coordinating team members in activities

招募要求/Recruitment requirements

- 樂於並善於與人溝通交流 Willing and good at communicating with others
- 對人員和時間進行良好規劃和統籌安排 Good at arranging time and coordinating people in activities
- 擁有良好的文字工作能力 Good at writing and editing



司庫 Treasurer
原夢菲 Yuan Mengfei (Sophia)
Ph.D. Candidate in Physics

财务助理 Financial Assistant

部門職能/Department functions

- 管理统计研会财务 the management of the finance of PGSA
- 收集整理报销单据 collecting and documenting reimbursement applications
- 协助完善修改财务规范和财政报告 assisting to refine the financial regulations and reports

招募要求/Recruitment requirements

- 严谨细致，有强迫症更佳 meticulous, even obsessively
- 對时间和金钱進行良好規劃和統籌安排 Good at arranging time and funds in activities
- 擁有良好的文字工作能力 Good at writing and editing

申請錶鏈接 Link of application form: https://hku.au1.qualtrics.com/jfe/form/SV_40GaO1oMjUk5IDs

申請表開放時間 Period of application: 8月28日零點至9月19日零點 Aug. 28th 0:00 to Sep. 19th 0:00

一輪面試時間 First round interview: 9月13日至20日 (具體時間郵件通知) Sep. 13th to 20th (contact via email for further arrangement)

二輪面試時間 Second round interview: 9月25日至9月30日 (具體時間郵件通知) Sep. 25th to 30th (contact via email for further arrangement)

**在港的同學必須參加面對面的面試，仍在隔離或尚未到港的可以申請 Zoom 面試 Those who are in HK have to attend face-to-face interview. Those who are in quarantine or outside of HK may attend Zoom interview.

結果公佈時間 Finalized announcement: 10 月 4 日 Oct. 4th

第一次全體大會 The first general meeting of executive team: 10 月 10 日 Oct. 10th

執行團隊團建 Team building activity: 10 月 16 日 Oct. 16th

幹事申請要求 Requirements:

必須是已經註冊並繳費的正式會員 must be a full-member of HKU PGSA (registered and paid membership fee)

2021 年 9 月至 2022 年 5 月在讀 full-time Master 或者 PhD 學生. Registered HKU Full-time student of Master/ PhD program during September 2021- May 2022.

專業不限，入學時間不限 Any major / enrollment time (e.g. could be 4th year PhD student)