

# Incoming Exchange Department

## General Role:

To form partnerships with different business organizations for providing internships; and to take care of incoming AIESEC members

## Major Duties and Responsibilities:

- Marketing
  - To analyze the pool of exchange participants inside AIESEC world widely
  - To analyze the trend of business environment
- Raise Internships for foreign AIESEC members
  - To gather contacts (Human Resources personal/ Recruitment Responsible/ previous internship takers) of different business organizations through participating in networking events, researching on internet, etc.
  - To understand the business organizations' profiles
  - To introduce & incorporate AIESEC's global internship program to different business organizations through sending emails, phone calls and company visits
- Match Foreign AIESEC members with the Local Internships
  - To understand the internship partners' requirement on the local internship
  - To promote local internship opportunities to foreign AIESEC entities
  - To gather cover letters and CVs from foreign AIESEC entities
  - To assist local internship partners to briefly screen out unsuitable applicants
- Foreign AIESEC members Reception and Integration

- To handle VISA application for incoming AIESEC members
- To research suitable accommodations for incoming AIESEC members and assist them to move into the most suitable one
- To pick up incoming AIESEC members at the airport on the arrival day
- To accompany incoming AIESEC members in the first few days after arrival to help them with daily - livings, ID card, phone card, currency exchange, transportation, etc.
- To answer any incoming AIESEC members' concerns regarding their life in Hong Kong
- To engage incoming AIESEC members into Local Committee and national events, such as inviting incoming AIESEC members to involve in cultural preparation for local exchange participants
- To assist incoming AIESEC members to experience Hong Kong culture
- Relationship Management
  - To maintain regular communications with the internship partners
  - To maintain healthy communications between incoming AIESEC members with the internship partners, such as conducting evaluation on mutual relationships
  - To engage internship partners to local committee or national events
  - To update the local committee news to incoming AIESEC members and internship partners
- Projects/ Events related to Incoming Exchange area
  - To initiate and hold projects or events for carrying out Incoming Exchange processes

**Special Requirement:**

- Presentable

- Persistent
- May need to do company visit in day time
- Available to function in office hours
- Not necessarily with business academic background

### **Average Weekly Workload:**

#### 20 Hours

- 2 hours department meeting
- 2 hours external events/ meeting
- 14 hours emailing & individual work
- 2 hours attend local committee and/or national events

### **Official Period:**

- Oct 2011 – Aug 2012

Should you have any further queries concerning the Incoming Exchange Department, please don't hesitate to contact our Local Committee Vice-president (Incoming Exchange) **Cherry YUEN** at (852) 9711 1376 or [cherry.yuen@cuhk.aiesec.hk](mailto:cherry.yuen@cuhk.aiesec.hk).