

Administrative Assistant for External Relations

Duke Kunshan University

Job Description

Position Overview:

The Administrative Assistant for External Relations will provide administrative assistance in coordination with external relations, and will support Senior Advisor to Chancellors for Partner and External Relations, and Associate Dean of Strategic Initiatives.

Reports to:

Senior Advisor to Chancellors for Partner and External Relations

Associate Dean of Strategic Initiatives

Essential Duties:

- Assist with receiving incoming visitors including providing logistic support, etc.
- Maintain the visitor log on a monthly basis for post-visit management.
- Be responsible for calendar management and travel arrangements for external relations office, requiring coordinating inside/outside of the institution for a variety of complex schedules and meetings.
- Provide administrative support re talent programs application in China at differing levels.
- Process travel reimbursements including submission of financial receipts.
- Act as liaison person on behalf of the DKU Trade Union with the General Trade Union of KSND(Kunshan National & Hi-tech Industrial Development Zone) for external communication; draft and send out email announcement or materials for internal communication on behalf the DKU Trade Union.
- Manage the membership enrollment and archive work of the DKU Trade Union.
- Other tasks assigned by the line manager.
- University employees' job responsibilities will continue to expand in scope and depth as

the University grows in size and complexity in its programs.

Required Qualifications:

- Candidate should at least possess an undergraduate degree.
- 0-3 years of experience in administrative, education, communication or other related occupations. An aptitude for performing administrative tasks desired.
- Ability to resolve complex administrative problems independently.
- Excellent organizational skills and excellent problem-solving ability.
- Strong communication, relationship building and internet search skills are essential.
- Strong English writing and verbal communication skills.
- Must have good skills in Microsoft Word, Excel, Powerpoint, etc. Must adapt well to new technologies.
- Ability to work within a team environment, and attention to details.
- Being Bilingual in both Chinese and English language.