

**Intern for Admissions and Financial Aid Office**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Intern will perform administrative support to the Admissions and/or Financial Aid Officers.

**Reports to:**

Admissions and/or Financial Aid Officers

**Essential Duties:**

- Provide administrative support to the Office of Admissions and Financial Aid;
- Assist with document scanning, photocopying, archiving, and venue arrangement, etc.;
- 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:**

- Current undergraduate or graduate students;
- High level of computer literacy and willingness to learn new software are preferred;
- Be able to work at least 3 days a week. Availability to work 5 days a week is highly preferable;
- Strong command of both written and spoken English and Chinese;
- Ability to work within a team environment.