

Intern for Faculty Support
Duke Kunshan University
Job Description

Position Overview:

Assisting the Director of Faculty Affairs and the Senior Faculty Support Officer, in developing and implementing essential support to faculty members and their families.

Reports to:

Senior Faculty Support Officer

Essential Duties:

- Assist the Director of Faculty Affairs and Senior Faculty Support Officer to organize new faculty orientations, workshops, retreats and other meetings;
 - a) Assists with making transportation arrangements, and filling catering requests;
 - b) Assists with printing materials for orientations and workshops
 - c) Requests IT support, classroom set-up and other preparation for the events
 - d) Assists with scheduling meetings and reserving rooms
- Helps with new faculty onboarding procedures
 - a) Prepare welcome package and organizes campus tours
 - b) Assist with getting the mobile phones, SIM cards and bus cards etc.
- Responds to daily miscellaneous enquiries to support faculty members and their family members, e.g.
 - a) Personal travel consulting, hotel, flight tickets/train tickets booking
 - b) Personal logistical service for non-business trips
 - c) Online shopping and other APP instructions
- Other tasks assigned by the Director of Faculty Affairs or Senior Faculty Support Officer

Required Qualifications:

- Candidate should be full time student. Junior and senior year UG students and graduate students are preferred;

- Good written and verbal communication skills in English and Chinese;
- Mature, detail-oriented, excellent organizational skills and problem-solving ability;
- Have good skills in Microsoft Word, Excel, and PowerPoint. Must adapt well to new technologies;
- A good team player with strong interpersonal and positive personality;
- Able to work for at least 3-6 months