

Administrative Assistant Intern at the Global Health Research Center

Duke Kunshan University

Job Description

Position Overview:

The Global Health Research Center is seeking an intern to assist the center's 5th Anniversary Event Series. This paid internship provides a great opportunity for students who are interested in global health, public health and other related fields and those seeking for experience in planning and delivering of academic conference.

Reports to: Assistant Professor of Global Health

Essential Duties:

- Provide administrative support to center's daily operation, events organization and logistics
- Other necessary administrative tasks assigned by supervisor

Required Qualifications:

- Chinese citizens who are enrolled in a degree-granting educational institution (can be Chinese or foreign institutions)
- Excellent written and oral communication skills in Chinese (native Chinese speaker preferred)
- Able to work for at least 3 months
- Detail-oriented
- Experienced in event organization is preferred
- Interest in global health is preferred

About the Global Health Research Center

Duke Kunshan University and the Duke Global Health Institute established the **Global Health Research Center** in 2013. The Center uses innovative approaches to research and solve important health and health policy challenges in China and around the world.

The **Global Health Research Center** is built on the principles of scientific excellence and focuses on establishing interdisciplinary, mutually-beneficial collaborations with researchers from China. It will host national and international conferences to disseminate research findings and encourage dialogue among scientists, professionals, policy-makers and other key stakeholders engaged in global health.

The faculty and research activities complement the global health education programs offered at Duke Kunshan University, including the Master of Science in Global Health and the undergraduate semester courses in global health.

Find more info at <https://dukekunshan.edu.cn/en/global-health/global-health-research-center>