

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

Position Overview:

The Intern will perform administrative and management support to the Director of Admissions and Financial Aid and to his/her teams.

Reports to:

Director of Admissions and Financial Aid

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.