

Intern for Athletics
Duke Kunshan University
Job Description

Position Overview:

The Athletics Intern will assist the Athletic Director in management of overall campus health and wellness program including physical education classes, varsity sports and students sport clubs. Considering the Athletics Program will continue to evolve, the role and duties of the Intern will be very dynamic. The candidate must be comfortable working inside an office as well as with individuals in the community and must take a hands-on approach in working with other colleagues on the team.

Reports to:

Athletics Director

Essential Duties:

- Provide administrative and logistical support to the AD in management of overall campus; health and wellness including physical education program, varsity sports, and other wellness initiatives;
- Assists PE instructors and coaches in facility and equipment management;
- Makes logistical arrangements associated with traveling and sport event organization for DKU sport clubs and the Athletic Director;
- Partners with members of the Student Affairs team to accomplish various tasks as needed;
- Conducts interpretation at meetings and translates official emails and documents for the Athletic Director;
- Other duties as assigned.

Required Qualifications:

- Fluency in Chinese and English – strong writing and verbal language skills;
- Bachelor or higher degree candidate from a University;

- Strong interpersonal communication skills, relationship building and research skills essential;
- Ability to use various resources to research and obtain relevant and accurate information not easily accessible on-line or other common sources;
- Excellent organizational and problem-solving skills;
- Strong critical thinking skills;
- Has excellent teamwork spirit;
- Must have good proficiency in most Microsoft Office applications and ability to learn simple database programs used by the university (e.g. Qualtrix);
- Must adapt well to new and changing technologies.

Preferred Qualifications

- Previous experience in an university sports or athletic program is highly preferable;
- Willingness to take on additional tasks as needed;
- Willingness to learn basic interpretation skills if not possessing any at the moment.