

## **Program Manager for the China Innovation Research & Training Center**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

The Program Manager for the China Innovation Center will be responsible for managing the general operations and affairs of the center, with an eye towards developing the center into a globally recognized source of analysis regarding contemporary science, technology and innovation issues in China. The Program Manager must be a self starter who can work collaboratively with the Director and Center Associates to develop new projects and initiatives.

##### **Report to:**

Executive Vice Chancellor (Center Director)

##### **Essential Duties:**

- Manage the daily affairs and budget expenditures of the China Innovation Center.
- Organize annual conference on China innovation issues with Center Director.
- Establish lecture series to invite experts from China and abroad for presentations on china-related innovation and talent issues.
- Coordinate with Exec Ed about developing customized training programs related to innovation and R&D management issues.
- Keep abreast of latest policy and related developments regarding innovation in China to help Director prepare presentations, editorials and op-Ed's on innovation matters.
- Build bridges and forge networks with key china-related innovation research centers and think tanks in China and abroad.
- Make Director aware of emerging opportunities for submitting grant and project proposals in China and abroad related to China innovation issues.
- Other tasks as assigned.
- 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:**

- Master's degree or above in Chinese studies, political science, economics, business policy, or

international relations.

- Must have solid research and writing skills as well as PowerPoint capabilities
- At least five years' experience in related positions. Working experience in budget managing, event organization and innovation industry preferred.
- Must be fluent in both English and Mandarin Chinese.