

Intern for Chancellor's Office
Duke Kunshan University
Job Description

Position Summary:

The intern in the Chancellor's Office will provide administrative and office support to the Executive Assistant.

Reports to:

Rebecca Liu--- Executive Assistant of Chancellors' Office

Essential Duties:

- Written translation work assigned by the Executive Assistant;
- Help the Executive Assistant on financial and reimbursement;
- Plan and coordinate the meetings for the Executive Assistant;
- Other tasks assigned by the Executive Assistant.

Required Qualifications:

- Candidate should be currently enrolled third/fourth year undergraduate or graduate student, preferably with abundant written translation experience;
- Excellent English writing and verbal communication skills;
- Agile to changes;
- Hard working and pay attention to details;
- Ability to work within a team environment;
- Work five days per week for two months.