

Executive Education Office Intern
Duke Kunshan University
Job Description

Position Overview:

Assisting executive education administration and program delivery, including project logistic arrangement, program marketing and administration tasks.

Reports to:

Program Coordinator of Executive Education

Essential Duties:

- Prepare logistics of executive education programs and make sure a pleasant experience for participants from various countries including flight booking, airport pickup/ drop-off and accommodation reservation;
- Manage program expense record through online finance system;
- Work with design and printing company for the production of marketing materials;
- Assist program admission and recruitment by effectively packaging and managing online application materials;
- Support program coordinator for program planning, process monitoring and execution;
- Translate program marketing materials and report;
- Schedule meeting with various parties and interview timetable management;
- Support program website design and explore possible functions;
- Help to write up program summaries that will be promoted via different social media channels;
- Other tasks assigned by Program Coordinator;

Required Qualifications:

- Candidates with bachelor and master degree in a leading institution;
- Proficiency in MS word, Excel and PowerPoint;
- Well organized and detail oriented;
- Able to work in a multi-tasking environment and work under pressure to deliver results;
- Good written and spoken English;
- A good team player with strong interpersonal and positive personality;

- Student's community leadership experience is highly preferred.
- Able to work for at least 3 months. Being able to work longer is preferred.