

**Medical Physics Graduate Program Intern**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Program Intern for the Medical Physics Graduate Program works as a member of a team in support of all activities tied to the program. The Program Intern works closely with the Administrative Assistant of the Medical Physics Graduate Program, providing administrative support for the program, including program activities, student services, program logistics and career service events.

**Reports to:**

The position reports to the Administrative Assistant of Medical Physics Graduate Program.

**Essential Duties:**

Support day-to-day execution of all program activities related to the Medical Physics Graduate Program. The responsibilities will include, but are not limited to, the following:

- Assist with the planning and implementation of student activities, orientation and graduation.
- Assist with the creation and production of program marketing materials; support the logistics of recruiting events.
- Assist with the program data recording, including course schedules, program calendar, program photos, etc.
- Assist to support faculty in all aspects, including classroom needs such as room set-up and handout printing, and personal support in some occasions.
- Assist with planning and implementing career service events.
- Assist with documenting business meetings and industry research.

**Required Qualifications:**

- Graduating students or recent graduates who can work full time Monday to Friday in Kunshan, over 6 month is preferred.
- Candidates with relevant internship or work experience preferred.
- Mature, detail-oriented, highly organized, and able to multi-task.
- Quick learner with a can-do attitude.
- Good written and verbal communication skills in English and Chinese.