

**Editor**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Editor conveys understanding and inspires excitement about the scholarship and accomplishments of faculty, students and alumni at Duke Kunshan University through classical and new ways of communication. The Editor works closely with people and programs across Duke Kunshan University to engage, inform and influence external/internal audiences across the globe.

**Reports to:**

Senior Editor

**Essential Duties:**

- Work with people and programs across Duke Kunshan University to develop communication strategies and tactics that effectively engage and inform audiences across the globe.
- Develop communication materials such as press releases, feature articles, op-eds and info-graphics; serves as editor of the University's English-language communication materials and handle other editorial and related duties as assigned.
- Build and maintain solid working relationships with English-language media outlets in China and across the globe.
- 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:**

- Bachelor's degree or above.
- Passion for story-telling. At least three years of proven success writing in a media, higher education or related professional context.
- Native English speaker or near-native speaker. Fluency in Chinese a plus, though not required.
- Works well both independently and in a team.
- Minimum requirements may be met by an equivalent combination of education, experience, and skills.