

**Intern for Global Health Marketing and Recruitment**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Global Health program of Duke Kunshan University is seeking a motivated, creative and detail-oriented student intern who will work on assisting his or her supervisor to work on social media platforms, arrange campus visits, follow up with prospective students, reach out to more prospective students, and enhance the program publicity. He or she must have passion and positive attitude towards working in a fast-paced environment and having a consistency regarding work performance.

**Reports to:**

Recruitment and Admission Officer of Global Health program

**Essential Duties:**

- Assist with planning events and activities to promote the program;
- Attend Global Health events, write and post articles on WeChat and other social media platforms;
- Help with logistics support for recruitment events, including booking hotels, shuttles, getting reimbursement, etc.;
- Support the recruitment and operation team as needed;
- Other duties as assigned.

**Required Qualifications:**

- Enrolled in a degree-granting educational institution (undergraduate and graduate students will be considerable).
- Self-motivated person who is adapted to work in a fast-paced collaborative environment.
- Experience with mainstream social media platforms, including but not limited to WeChat, Zhihu, Facebook, etc.
- Excellent communication skills in English and Chinese.

**Working location and time:**

- Location: Duke Kunshan University, Kunshan, China
- Language: working language is English; team members mostly Chinese
- Time: Monday to Friday every week, for at least three full-months

**You can get:**

- Improvement in management and marketing capacity;
- Opportunity to connect with health research professionals;
- This is a paid internship with monthly stipend;
- You are able to get official internship certificate at the end of your internship.

**About the Master of Science in Global Health Program at DKU**

Duke Kunshan University (DKU) and the Duke Global Health Institute established the Global Health Research Center in 2013. The Center uses innovative approaches to research and solve important health and health policy challenges in China and around the world.

The Global Health Research Center is built on the principles of scientific excellence and focuses on establishing interdisciplinary, mutually-beneficial collaborations with researchers from China. It will host national and international conferences to disseminate research findings and encourage dialogue among scientists, professionals, policy-makers and other key stakeholders engaged in global health.

The faculty and research activities complement the global health education programs offered at DKU, including the Master of Science in Global Health and the undergraduate semester courses in global health.

Find more info at <https://dukekunshan.edu.cn/en/global-health/global-health-research-center>