

**Intern for iMEP Recruitment**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The intern will work on recruitment marketing-related activities for Master of Environmental Policy.

**Reports to:**

Recruitment and Admissions Officer, iMEP

**Essential Duties:**

- Assist iMEP program recruitment including marketing research, social media outreach etc.
- Event planning and implementation
- Write press release for program events and activities
- Assist administrative tasks as assigned

**Qualification:**

- Currently enrolled student, fluent in English speaking and writing, experience in professional writing is highly preferred
- Professional with Microsoft Office
- Familiar with social media, like wechat, weibo, facebook, etc.
- Good communication skills
- Have a can-do spirit
- Can work full time minimum 3-6 months

**Application Process**

Submit cover letter and CV to [DKUrecruitment-Intern@dukekunshan.edu.cn](mailto:DKUrecruitment-Intern@dukekunshan.edu.cn) .

Positions open until filled.