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.
Positions open until filled.