Intern for International Enrollment Management
Duke Kunshan University
Job Description

Position Overview:
The Intern will perform administrative support to the Office of International Enrollment Management

Reports to:
International Admissions Manager

Essential Duties:
● Provide administrative support to the Office of International Enrollment Management
● Assist with data entry, document scanning, photocopying, archiving, and venue arrangement, etc.
● Other tasks assigned by the line manager
● 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:
● Current undergraduate or graduate students
● High level of computer literacy and willingness to learn new software are preferred
● Detail Oriented and strong sense of responsibilities
● Strong command of both written and spoken English and Chinese
● Ability to work within a team environment.

Application Process:
Please submit cover letter and CV for internship positions to DKUrecruitment-Intern@dukekunshan.edu.cn.