

Last update: 01/08/2018

Program Intern, MScGH: DKU
Master of Global Health: DKU

Summary:

The Program Intern for the Master of Science in Global Health: Duke Kunshan University (MScGH: DKU) works as a member of a team in support of all activity tied to the program.

The Program Intern works closely with the Senior Program Coordinator of the MScGH DKU Program, providing administrative support for the program, including program activities, student services, program logistics, career service events and project operation.

Reports to:

The position reports to the Senior Program Coordinator of the MScGH: DKU Program

Essential Duties:

Support day-to-day execution of all program activities related to the MScGH: DKU program.

The responsibilities will include, but are not limited to, the following:

- Assist with the planning and implementation of student activities, student academic workshops, student fieldwork, student thesis defense, orientation and graduation.
- Assist with the program data recording, including course schedules, program calendar, program photos, etc.
- Assist to support faculty in all aspects, including classroom needs such as room set-up, handout printing, and other teaching support in some occasions.
- Assist with planning and implementing career service events.
- Assist with documenting business meetings and industry research.
- Assist with the planning and implementation of Global Health projects.
- Assist with program operation expense reimbursement
- Assist with program betterment and student activities
- Other duties as assigned to by the Senior Program Coordinator

Qualifications:

- Currently enrolled student (including graduated undergraduate/graduate students who got continued degree offer); who can work full time Monday to Friday in Kunshan, over 6 months is preferred.
- Candidates with relevant internship or work experience preferred.
- Mature, detail-oriented, highly organized, and able to multi-task.
- Quick learner with a can-do attitude.
- Great written and verbal communication skills in English and Chinese.