

**Intern for Office of Undergraduate Recruitment  
Duke Kunshan University**

**Position Overview:**

Assisting Undergraduate recruitment, including website and WeChat account maintenance coordination and administration, and marketing research. Organize the online and offline promotion campaigns and activities.

**Reports to:** Assistant Director, Undergraduate Recruitment for China, Asia and Africa

**Essential Duties:**

- Assist with office administrative work, including answering phone, reimbursement, and receiving campus visits.
- Maintain WeChat account and promote online campaigns;
- Coordinate recruitment events, including campus tours and campus open days;
- Other tasks as assigned.

**Qualification:**

- No working experience required;
- Student leader, reporter, photographer, designer experience preferred;
- Fluent English and Mandarin in both written and spoken;
- Excellent interpersonal and communication skills.