Intern for Executive Education

Duke Kunshan University

Job Description

Position Overview:

Assisting executive education administration and program delivery, including program marketing, high profile event arrangement and administration tasks.

Reports to:

Program Coordinator for Executive Education

Essential Duties:

- Prepare logistics of executive education programs and make sure a pleasant experience for participants from various countries including flight booking, airport pickup/ drop off and accommodation reservation.
- Manage program expense record and reimbursement through online finance system.
- Work with design and printing company for the production of event materials.
- Prepare executive education related documents with high quality standard.
- Support program coordinator for program planning, process monitoring and execution.
- Translate program marketing materials and reports.
- Schedule meeting with various parties.
- Support program website and poster design.
- Help to write up program summaries that will be promoted via different social media channels.
- Other tasks assigned by program officer.

Required Qualifications:

- Bachelor and Master candidate in a leading institution.
- Proficiency in MS word, Excel and PowerPoint.
- Well organized and detail oriented.
- Able to work in a multi-tasking environment and work under pressure to deliver results.
- Good written and spoken English.
- A good team player with strong interpersonal and positive personality.
- Student's community leadership experience is highly preferred.
- Experience in managing Wechat official account, video shooting & editing as well as Photoshop is

highly preferred.

- Able to work for at least 3 months. Being able to work longer is preferred.

Application Process:

If you are interested, please send your resume and cover letter to ling.gu@dukekunshan.edu.cn and dkurecruitment-Intern@dukekunshan.edu.cn.

Please indicate your most possible start and end time in the email.