

Admin Assistant for the Executive Education and Government Training Programs

Duke Kunshan University

Job Description

Position Overview:

The Executive Education and Government Training Programs aims to develop education programs to advance professionals' and officials' career development goals and to position their organizations for future growth. The Admin Assistant for Executive Education and Government Training Programs is responsible for providing administrative and office support to the executive education team.

Reports to:

Director, Executive Education and Government Programs

Essential Duties:

- Coordinate meetings and travel plans for faculty, staff and visitors.
- Submit reimbursement requests, track project expenses and generate monthly financial reports.
- Coordinate the logistics of training programs such as space requesting, accommodation, transportation and so on.
- Respond to the inquires of trainees and instructors.
- Involve in the development and marketing of training programs.
- Help recruit and train interns and student workers for training program delivery.
- 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:

- Bachelor degree is required.
- Fluent English skills in reading, writing and speaking are required.
- Excellent organizational skills and excellent problem-solving ability are required.
- Be able to provide excellent customer service and detail-originated.
- Strong interpersonal and communication skills are essential.
- Ability to work in a team environment is required to maintain confidentiality and professionalism.
- Proficient skills in Windows, Outlook, MS Office and other similar computer programs are required.

- Past working experience is highly desired.