

Administrative Assistant for Data Science Research Center
Duke Kunshan University
Job Description

Position Overview:

The Data Science Research Center (DSRC) at Duke Kunshan University (DKU) is seeking applicants with experiences in administrative and research assistance, to engage in research collaboration between Duke Kunshan University and major industrial companies.

DKU is a partnership of Duke University, Wuhan University and the Municipality of Kunshan, China. The campus is located 37 miles west of Shanghai in Kunshan, which is connected to Shanghai via a 20-minute high-speed train. DKU currently offers graduate and undergraduate programs. For more info, visit <http://www.dukekunshan.edu.cn>.

DSRC is an interdisciplinary research-dedicated unit that engages a broad spectrum of investigators across disciplines. The center is now aggressively pursuing interdisciplinary research on big data analytics over a broad range of applications including autonomous driving, advanced manufacturing, audio speech and language processing, computer vision, healthcare, etc.

Administrative assistants will perform administrative works and research management support to Dr. Ming Li and his speech and multimodal intelligent information processing (SMIIP) lab under the DKU fund code R67030013.

Reports to:

Dr. Ming Li

Essential Duties:

- Administrative works, fund management, events planning and research support.
- Communicate and coordinate within and across research teams and collaborators.
- Coordinate linguistic data acquisition and data annotation.
- Any other tasks required by the lab director.
- 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:

- Master's degree in English, Linguistics or related majors.
- Solid English skills (TEM8 certificated candidates preferred).
- Honest, trustworthy, diligent, hardworking, patient, tolerant team player.
- Some experience of research assistance and administrative works.
- Experience of linguistic data annotation and second language teaching is a plus.