Communications Specialist
Duke Kunshan University
Job Description

Position Overview:
The Communications Specialist works with the team to convey understanding and inspire excitement about the accomplishments and scholarship of faculty, students and alumni at Duke Kunshan University through traditional and new methods of communication. The Communications Specialist works closely with people and programs across Duke Kunshan University to engage, inform and influence external audiences, and build solid working relationships with media outlets and KOLs.

Reports to:
Communications Manager

Essential Duties:
● Work with people and programs across Duke Kunshan University to develop external communications strategies, tactics and materials. This includes creating communication materials such as press releases, feature articles, op-eds and newsletters; developing Chinese-language external communications materials; and handling other editorial and related duties as assigned.
● Build and maintain solid working relationships with Chinese-language media outlets and KOLs in China and across the globe.
● Develop and implement communications initiatives including interviews, media workshops and media events.
● Manage third-party agencies and communications budget.
● Perform other duties as assigned.
● 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:
● Ability to build solid working relationships with reporters and interact with administrators, faculty, staff, students and alumni.
● Ability to multi-task, manage projects and meet deadlines.
● Passion for writing and storytelling. Please feel free to send your writing samples if applicable.
• Prior work experience is welcomed but not required.
• Native Chinese speaker or near-native fluency. Fluency in English is also required.
• Bachelor's degree or above. Knowledge of and passion in science and technologies a definite plus.
• Minimum requirements may be met by an equivalent combination of education, experience and skills.