

Event Specialist
Environment Program
Duke Kunshan University
Job Description

Position Overview:

We are seeking one event specialist to plan, organize, implement and manage various program events undertaken by the Environmental Research Center (ERC) and international Master of Environmental Policy (iMEP) program at Duke Kunshan University. The initial appointment is two years and it can be extended upon the availability of funding and satisfying performance.

The candidate should have prior experience in event planning and management in academics, non-profit organizations or private sector. The candidate selected for this position must meet eligibility requirements to work in China throughout the period of employment. The position is available for filling immediately. It is open until filled.

Reports to:

Director of the Environment Program

Essential Duties:

The event specialist will take charge of all program events related to ERC and iMEP. The responsibilities will include, but are not limited to, the following:

- Plan, organize, implement and manage various program events such as meetings, conferences, seminars, and student activities.
- Work with Director and Associate Director of the Environment Program to design, deliver and manage training projects.
- Write project reports and event promotion materials.
- Some management of external relations.
- The job may require some travel, flexibility with traveling and working hours is needed.
- Assist in administrative tasks.
- Other tasks assigned by Director of the Environment Program.
- 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:

- A bachelor's degree in a relevant area; a master's degree is preferred.
- Experience in event management in academic, non-profit and private sectors.
- Superior verbal and written communication skills in both English and Mandarin.
- Capable of functioning in a highly independent manner and simultaneously managing a large number of tasks.
- Has the ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures.
- Besides the core skills of teamwork, the ability to handle multiple priorities in an independent manner is a must. Outstanding attention to details is critical as well.
- Ability to coordinate detailed logistics planning.
- High level of maturity and confidence.
- Quick learner with strong entrepreneurial spirit.