

**Graduate Program Coordinator**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint a Program Coordinator to provide support to its graduate programs, including Electrical and Computer Engineering, Environmental Policy, Medical Physics, Management Studies and Global Health. DKU is looking for qualified candidates who are willing and able to plan and take part in a wide variety of program support and marketing activities that ensure the success of graduate programs.

**Reports to:**

Director of Graduate Programs and Recruitment

**Essential Duties:**

The Coordinator's role will split between program support and program marketing. He or she will work closely with the Director of Graduate Programs and Recruitment. As a result, the position requires an individual who can simultaneously managing a large number of tasks. The position also requires an individual with a strong entrepreneurial spirit, mature judgment, ability to coordinate detailed logistics planning, and strong communication skills both in-person and via written communications.

- Assist the Director and all graduate programs to design, plan and execute graduate-program-wide events including but not limited to orientations, graduation ceremonies, open house events, summer/winter camps and graduate program retreat.
- Work with the Director, graduate programs and the Office of Career Services on identifying program career service needs to propose and plan activities to meet graduate students' developmental goals.
- Support the Director with data input and maintenance of all graduate programs for internal reporting and external reporting to both the Ministry of Education in China and to Duke University. That may include but be not limited to course evaluations, learning outcome reports, school running reports, program evaluations and assessments.
- Work closely with financial aid committee and DKU office of Admissions and Financial Aid to collect and maintain necessary data from applicants; facilitate the communications among financial aid committee, applicants and graduate programs.

- In conjunction with the graduate program recruitment team, work to promote enrollment efforts, including assisting with print materials, social media outreach, campus posters, and other media as appropriate.
- Support marketing effort originated and led by the Marketing and Communication Department, including producing regular news and information that can be published on the DKU website. It may also include initiating social media campaign to boost the programs' awareness, increase traffic, and drive leads.
- Support the Director with data input and maintenance of recruitment events, track digital marketing strategies and tactics including but not limited to email campaigns, search engine marketing and social media marketing. It may also include monitoring and analyzing website usage trends, maintain detailed and accurate budget for all marketing efforts.
- 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:**

- The job requires communication, analytical and organizational skills minimally acquired through completion of a bachelor's degree program. Master degree is preferred.
- Two to five years of experience in education or program administration, with background in marketing and recruitment a plus.
- The successful candidate will be a person with a high level of maturity and confidence.
- Possesses superior verbal and written communication skills in both English and Mandarin are foundational in representing Duke Kunshan. Has the ability and willingness to discern and meet the needs of students. 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.
- Strong analytical, communication and project management skills.
- Highly organized with ability to manage multiple responsibilities simultaneously in a fast-paced environment
- The job may require some travel, flexibility with traveling and working hours is needed.