

# **Instructional and Research Specialist in Electrical and Computer Engineering**

## **Duke Kunshan University**

### **Job Description**

#### **Position Overview:**

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint an Instructional and Research Specialist for the Master of Engineering (MEng) Program in Electrical and Computer Engineering (ECE) at DKU. The ECE MEng program recruits top students in China and other countries, emphasizes international experience and contexts, and trains students to become global technical leaders. Students are expected to spend the first year at DKU and the second year at Duke. At the end of the second year, students receive a Duke MEng degree in ECE.

The Instructional and Research Specialist will support the emerging, interdisciplinary courses and research activities, such as assisting in teaching laboratories and course projects, working with students on course contents, grading homework and projects, managing research grants, etc. Course delivery is in English, including lectures, laboratories, tutor sessions, etc.

#### **Reports to:**

Director of ECE MEng program

#### **Essential Duties:**

##### Instructional Support:

- Work with instructors to set up and grade teaching labs and course projects (preparing lab/project descriptions, lab/computer environment, project presentations, etc.) for ECE MEng courses.
- Work with instructors to set up and grade homeworks (preparing questions, solutions, etc.) for ECE MEng courses.
- Work with instructors to set up and grade mid-term and final exams (preparing questions, solutions, etc.) for ECE MEng courses.
- Offer tutor sessions to ECE MEng students.
- Work on other teaching-related tasks required by the course instructors for the ECE MEng program.

##### Research Management:

- Provide admin support for contract review/signature, and track records for research contracts.
- Submit reimbursement requests, fund transfer requests, etc.

- Submit purchase requests including contract review forms, vendor exceptional forms, quotes, etc.
- Assist Research Sponsor Office to create/monitor fund codes.
- Track project expenses, and installments/payments.
- Assist PI and/or co-PI to finish workload reports, budget/re-budget forms, work of scope, etc.
- Assist PI to finish the required procedure for project close-up.
- Allocate expenses from multiple operation accounts for administration and research.
- Generate monthly financial report.
- Other tasks 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:**

- Receive master or PhD degree in computer science, electrical and computer engineering, or other ECE-related field from a top Chinese or foreign university. If the master/PhD degree is received in China, it must be awarded by a 985 institute.
- Excellent knowledge in software engineering and data analysis is required.
- Extensive experience in using MS Office, C/C++ and other script languages is required.
- Past experience in undergraduate and/or graduate education (e.g., experience as a teaching assistant) is preferred.
- Excellent organizational skills and excellent problem-solving ability are required. Strong interpersonal and communication skills are essential.
- Hard work and fast learning in a multidisciplinary team are required to maintain confidentiality and professionalism.
- Fluent English skills in reading, writing and speaking are required.