

Intern for China Innovation Research and Training Center
Duke Kunshan University
Job Description

Position Overview:

DKU China Innovation Research and Training Center embraces the vision of advancing research on innovation in China and promoting application of innovation best practices in Chinese universities, government organizations, enterprises and non-profit organizations. The center will carry out various analytic studies and research projects to assess and evaluate the evolving patterns of innovation activity in China and it will highlight key strengths and weakness of the Chinese innovation system at the macro and micro levels.

The Intern for China Innovation Research and Training Center will be mainly responsible for providing support for programs delivery, logistic arrangement, programs marketing and administration tasks.

Reports to:

Program Manager of China Innovation Research and Training Center

Essential Duties:

- Assist to implement various programs related to innovation and entrepreneurship, including but not limited to workshops, lecture series, conferences, and short-term programs.
- Provide planning, organizing and logistic support to various events and ensure impressive experiences for participants.
- Assist promoting and marketing the events of the Center by creating consistent, meaningful content on various media platforms, such as websites, social media as well as newspapers.
- Assist to communicate with other programs and departments at DKU and external entities.
- Help support program expense record through online finance system.
- Translation and editing of reports and documents.
- Other tasks as assigned.

Required Qualifications:

- Enrolled in a degree-granting educational institution (both undergraduate and graduate students will be considered).
- Excellent organizational skills, flexibility and a strong capacity to work under pressure.

- Creative self-starter who is comfortable with both taking initiative and working in a collaborative team.
- Experience with Microsoft applications, photo-editing and video-editing software.
- Familiar with mainstream social media platforms, including but not limited to WeChat, Weibo, Facebook, Instagram, etc.
- Excellent oral and written communication skills in both English and Chinese.
- Able to work full time for at least three months, 5 days a week.

How to Apply:

Please submit your cover letter and resume to Dkurecruitment-Intern@dukekunshan.edu.cn.