

Intern for Language and Culture Center (Administration)

Duke Kunshan University

Job Description

Position Overview:

The Language and Culture Center (LCC) is responsible for language teaching at DKU, both English and Chinese. The LCC is looking for an intern to provide administrative support to the center.

Reports to:

Coordinator of Language and Culture Center

Essential Duties:

- Assist with daily administrative work of Language and Culture Center (LCC), for example, communications, reimbursements, purchasing, etc.
- Support LCC activities and programs, such as the Kun opera club.
- Assist in faculty recruitment efforts and hosting candidates during on-campus visits.
- Support Chinese language learning and teaching programs for international faculty, perhaps including tutoring, and helping newly arrived faculty as they learn how to manage daily life in China.
- Assist the LCC in its role in the new student admission process.
- Assist the LCC in preparing for and delivering orientation programs for new students.
- Assist with community volunteer activities.
- Help design and produce LCC publicity materials.
- Assist LCC faculty with research projects.
- Other tasks as assigned by the Director.

Required Qualifications:

- Currently enrolled as an undergraduate or graduate student OR holds offer(s) from a graduate program of other universities.
- Strong command of both written and spoken English and Chinese.
- Familiarity with a range of computer software programs.
- Able to work at the LCC full time during Fall Semester 2019.

How to Apply:

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