

**Intern for Master of Management Studies**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Master of Management Studies: Duke Kunshan University (MMS: Duke Kunshan) program is currently looking for a long-term intern.

The MMS: Duke Kunshan program is a pre-experience master's degree providing fundamental business skills and subject matter knowledge to students from all academic backgrounds. Students start the program in the summer at Duke's Fuqua School of Business and transition to the Duke Kunshan campus the following spring until graduation in May. A Duke degree is awarded upon graduation.

The Program Intern works closely with program staff at the Duke Kunshan campus, providing administrative support, including program operations, marketing and recruitment activities, student services, faculty support and career events.

**Start and End Dates:**

An ideal long-term intern will start in mid-August and stay with the program for 6 months and above.

**Reports to:**

Associate Director, Master of Management Studies

**Essential Duties:**

The responsibilities will include, but are not limited to, the following:

- Assist with program marketing material design and production, including brochures, website content, social media posts and videos, etc.
- Respond to regular program email and WeChat enquiries in a professional manner; maintain and update prospective student data.
- Perform diverse scheduling, travel arrangements, and event planning tasks.
- Assist with planning and executing recruitment events, including open house, roadshows, fairs, prospective student campus visits, etc.

- Assist with marketing initiatives including domestic university outreaches, email campaigns, etc.
- Handle program logistics under guidance for program major events, including program re-launch, graduation, corporate visits, workshops, and alumni events.
- Provide logistical support for student-run events.
- Support with faculty arrival and orientation including but not limited to transportation and lodging, classroom setup, technology support liaison, and reasonable personal assistance.
- Assist in preparing reports tracking the academic and recruiting performance of the program.
- Produce course packs, handle classroom handouts printing and other tasks as assigned.
- Handle expense reports; assist with procurement and contract processing in compliance with internal procedures.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Other tasks assigned.

**Required Qualifications:**

- University students who can work full time in Kunshan.
- Excellent organizational skills and ability to handle details and multi-task.
- Quick learner with a can-do attitude.
- Must have strong skills in Microsoft Outlook, Word, Excel, and PowerPoint. Must adapt well to new technologies.
- Proactive communication skills, strong writing and verbal skills in both Chinese and English.
- Experience in event planning and digital marketing a plus.

**Application Process:**

Please submit your cover letter and resume to [Dkurecruitment-Intern@dukekunshan.edu.cn](mailto:Dkurecruitment-Intern@dukekunshan.edu.cn).