

**Program Coordinator for Master of Engineering (MEng) Program in Electrical and Computer
Engineering (ECE)
Duke Kunshan University
Job Description**

Position Overview:

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint a Program Coordinator to manage 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 Program Coordinator is the lead person on all routine program activities, student services and program logistics while the students are in China. In addition, he/she will be proactive in spotting opportunities to improve the program and initiating the changes necessary to realize these opportunities. The Program Coordinator will also need to communicate effectively across all stakeholders at both Duke and DKU to ensure the program's success.

Reports to:

Director of ECE MEng program

Essential Duties:

The Program Coordinator will serve as the primary point of contact for the day-to-day operation of ECE MEng program. As a result, the position requires an individual who is capable of functioning in a highly independent manner and 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. The responsibilities will include, but are not limited to, the following:

Instructional Support

- Arrange for classroom setup, textbook selection, technology support and equipment/material purchase for the ECE MEng program.
- Organize field trips to meet the program needs.

- Work with Duke and DKU registrars to ensure timely and accurate transmission of registration-related data such as course schedules, enrollments and grades, and to resolve discrepancies.
- Collect and maintain student data and prepare reports as needed.

Student Services

- Design, plan and execute orientation for ECE MEng students at the start of each cohort to create a strong attachment to DKU.
- Plan and implement social events for ECE MEng students with a focus on enhancing sense of community and developing social and professional skills.
- Work with student life and connect ECE MEng students with appropriate on-campus resources.
- Serve as advisor to ECE MEng student organizations and groups; serve as source of academic and professional counseling for ECE MEng students; work with ECE MEng student leadership to develop and coordinate the delivery of high-quality student programming.
- Prepare a program calendar, including class schedules, schedules of events and other activities.

Faculty Support

- Work closely with faculty, to support them in providing a world-class educational experience for ECE MEng students.
- Coordinate effectively ECE MEng faculty to ensure that faculty teaching in the program receives top-quality assistance.

Budgeting & Finance

- Work with other departments at DKU on program expense submission, contract review, information sharing and other tasks related to the ECE MEng program.
- Take the lead in developing a program budget for student services, faculty support, classroom services, and administration on an annual basis.
- Prepare regular financial reports to keep program leadership apprised of the financial situation.
- Manage allotted budget to ensure successful implementation of the program while staying within the budget.
- Assist Program Director to prepare financial reports as needed.

Career Services

- Plan and implement career service related activities and programs.
- Provide administrative support and coordination for career events on and off campus.
- Establish and maintain industrial partners for ECE MEng education and summer internship.
- Provide career support for ECE MEng students by collaborating with the career service group at DKU.

- Support Program Director with data input and maintenance, including job search status, alumni and corporate relation management, etc.
- 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:

- Bachelor degree is required. Graduate degree is preferred, but not mandatory.
- Past knowledge and experience in the ECE field is preferred, but not mandatory.
- Fluent English skills in reading, writing and speaking are required.
- Excellent organizational skills and excellent problem-solving ability are required. Strong interpersonal and communication skills are essential.
- Ability to work in a team environment is required to maintain confidentiality and professionalism.
- Proficient skills in Windows, Outlook, MS Office and other similar computer programs are required.
- Two to five years of experience in education or program administration are required, with background in student services or student counseling a plus.
- Experience working with students is strongly preferred.
- The job may require travel, and flexibility with traveling and working hours is needed.