

Program Coordinator, Language and Culture Center
Duke Kunshan University
Job Description

Position Overview:

We seek a highly collegial and collaborative individual to serve as Program Coordinator for the Language and Culture Center (LCC) at DKU—an innovative, world-class, international institution.

Reports to:

Language and Culture Center Director

Essential Duties:

- Manage daily administrative work of Language and Culture Center (LCC).
- Prepare LCC reports; keep records and files for LCC.
- Manage the LCC budget, including planning and record keeping; manage financial matters related to the LCC.
- Host and orient visitors to the LCC; design and produce LCC publicity materials.
- Assist in the planning of teaching schedules for LCC faculty.
- Assist the Director with faculty recruitment.
- Provide administrative support for LCC programs and activities (e.g. orientations, language testing, clubs, etc.).
- Assist in liaison with partner bodies at Duke, such as the Thompson Writing Program and the English for International Students program.
- Assist with course/program evaluation procedures for the LCC.
- Locate and procure books and other resources for the LCC.
- Manage recruitment, training, management and mentoring of interns.
- Assist LCC faculty in designing and carrying out research projects, including assistance with IRB procedures and grant applications.
- Provide educational technology support for LCC (e.g. Sakai, LCC website, SIS).
- Other tasks as assigned by the Director.
- 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:

- MA or BA in a relevant academic field.
- Administrative experience, especially in universities.
- Strong written/spoken English and Chinese; skills in other languages are an asset.
- Familiarity and experience with language teaching programs is an asset.
- Familiarity with a range of computer software programs.

How to Apply:

Interested applicants should submit an application consisting of: 1) an application letter; 2) a curriculum vitae; 3) names and contact information for three people who can provide letters of reference.

Application materials should be submitted through dkurecruitment@dukekunshan.edu.cn.

Consideration of candidates will begin immediately and continue until positions are filled.