

Recruitment and Administration Officer

Master of Science in Global Health

Duke Kunshan University

Job Description

Position Overview:

Duke Kunshan University (DKU), Duke University, and the Duke Global Health Institute (DGHI) developed a Master of Science in Global Health (MScGH) that accepted its first student cohort in August 2014. This is a new and high-profile program, unique in its design and curriculum. Effective continued program support will determine its future success. The MScGH program seeks to appoint a Recruitment and Administration Officer to become a member of our Program Team. The qualified candidate should be willing and able to plan, implement, and assist in a wide variety of activities that will promote and operate the program. The position will work closely with the Director and the Associate Director of the MScGH program (faculty members), Senior Program Coordinator and other program staff.

Reports to:

Director of Graduate Program and Recruitment and Director of the MScGH Program

Essential Duties:

Recruitment

- Creating and implementing a comprehensive annual recruiting strategy, including developing appropriate faculty/staff/student contacts at targeted institutions throughout China and Asia.
- Supporting faculty members to conduct 30 - 40 campus visits annually before and after the visits, including travelling to no more than five key target universities along with faculty members.
- Identifying and participating in national and international conferences representing MScGH and other actions as directed; Represent the MScGH program, and other programs when necessary, traveling to recruiting events throughout China and internationally, especially during the peak recruiting season.
- Managing MScGH WeChat public account, other social media outlets such as Zhihu and Baidu Baike, and organizing recruitment events and campaigns, on campus, by email, and virtually (eg. webinar, video broadcast).
- In conjunction with other departments at DKU such as the marketing and communication department, working to develop and implement related activities such as updating the program's

web pages and producing regular news and information that can be published on the University's website, assisting with print materials, various forms of social media outreach, campus posters, and other mediums as appropriate.

- Maintaining detailed and accurate budget for GH marketing and recruitment efforts.

Admissions

- Coordinating online application process with Duke University's Global Health Program. Assist in the admissions process for the Selection Committee when appropriate.
- Managing prospective applicant inquiries. Communicating regularly with prospective applicants from their initial inquiry to matriculation and helping them navigate the application process.
- Managing and tracking applications and assist in the collection of all necessary forms required by Duke, DKU, and GH when appropriate.
- Assist in facilitating the awarding of scholarship aid to students when appropriate.
- Communicating applicant information to appropriate DKU-GH faculty and staff.

Administration

- Assist to develop and maintain policies, procedures, program handbook, and (eventually) annual report.
- Assist with the development of teaching schedules for global health courses, and work with DKU administrative staff to schedule appropriate classrooms and instructional space.
- Support the Senior Program Coordinator with fieldwork course planning and coordination and the student defense process.
- Assist to Liaise with DKU Student Affairs Office on student services including but not limited to visas for international students, career services, campus engagement, orientation, commencement, and graduation.
- Keep accurate records of DKU MSc-GH meetings and student academic records.
- Collaborate with colleagues at DKU and Duke, with the ability to be an effective team leader and/or member.
- 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's degree is required. Master's degree and experience studying and working in an international higher education institution is preferred.
- Minimum of 2 years professional experience in project management, academic admissions and recruitment, academic administration, international education, study abroad or related area.
- Strong interpersonal, written and verbal communication skills in both Chinese and English.
- Familiarity with the field of global health.
- Desire to work in a team-oriented, dynamic, fast-paced, start-up environment.
- Excellent relationship management skills, passionate about ensuring the success of the MScGH program.
- Ability to be an effective team member and to work independently.
- Proficiency in use of computers and new technologies, experience using graphic design and photo editing software would be a plus.
- Highly organized with ability to multi-task, enjoys working in a fast-paced environment.
- Ability to work a flexible schedule and willing to travel during major recruiting seasons (September 1 – December 15).
- Ability to keep good records of all work-related files and materials.