

**Research Assistant**  
**China Innovation Research and Training Center**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

DKU China Innovation Research and Training Center embraces the vision of advancing research on innovation in China and promoting application of innovation best practices in Chinese universities, government organizations, enterprises and non-profit organizations. The center will carry out various analytic studies and research projects to assess and evaluate the evolving patterns of innovation activity in China and it will highlight key strengths and weakness of the Chinese innovation system at the macro and micro levels.

The Research Assistant of the China Innovation Research and Training Center works closely with the Program Manager to develop existing research projects, initiate new projects and organize academic events. The position is for one-year and can be extended.

**Reports to:**

Program Manager of China Innovation Research & Training Center

**Essential Duties:**

- Support research projects of the Center related to innovation strategy, S&T policy, and economy development of China by collecting and summarizing information from various resources, conducting field research, analyzing data and writing reports.
- Assist to identify research programs focusing on innovation in China, including preparing research proposals, seeking funding, and helping to develop partnerships both in China and overseas.
- Help to organize and schedule academic conferences, seminars, lectures and workshops focusing on China's innovation.
- Participate in applying research grant from Chinese government agencies, foundations as well as oversea foundations and international organizations.
- Help mentoring students involved in the innovation and entrepreneurship activities at DKU; assist to develop and implement various training programs for students related to innovation.
- 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:**

- Candidate should at least possess a graduate degree.
- Broad intellect and keen interest in innovation related topics and contemporary issues in a wide range of fields.
- Understand Chinese S&T system, government policy and social conditions, education system and entrepreneurship.
- Research skills at certain level. Be able to draft proposals, collect and analyze information, conduct field research and produce research paper.
- Ability to work independently and entrepreneurially.
- Fluent in Chinese and English and excellent writing skills.

**How to Apply:**

Please submit your cover letter and resume to [dkurecruitment@dukekunshan.edu.cn](mailto:dkurecruitment@dukekunshan.edu.cn) and [liqi.ren@dukekunshan.edu.cn](mailto:liqi.ren@dukekunshan.edu.cn).