

Translator and Administrative Assistant
Duke Kunshan University
Job Description

Position Overview:

As a member of the Office of the Chancellors, the Translator and Administrative Assistant is responsible for providing oral and written translation supports to the university leadership. The Translator is also expected to take specific administrative responsibilities as listed below.

Reports to:

Director, Office of the Chancellors

Essential Duties:

- Translation of important documents under the direction of the Director of the Office of the Chancellors.
- Chancellors' Office document management and filing.
- Information and data collection from DKU offices for reports and government statistics.
- Communication with DKU internal offices and external parties.
- Provide oral translation services to the university leadership in formal meetings or other occasions.
- Provide administrative and logistical supports to the Director of the Office of the Chancellors.
- Other tasks assigned by the supervisor.
- 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 or above. English major is preferred.
- High proficiency in oral and written English.
- Strong sense of responsibility & careful working attitude.
- Strong communication skills and passion for a career in education.
- Fast learner and excellent teamwork spirit.