

Undergraduate Academic Coordinator
Duke Kunshan University
Job Description

Position Overview:

The Undergraduate Academic Coordinator provides comprehensive academic support for the smooth operation of the undergraduate degree and non-degree programs at DKU. The Coordinator also provides support for faculty research and other professional activities. He/she also provides support for undergraduate program activities such as communications, orientation, and graduation events, and program assessment.

Reports to:

Dean of Undergraduate Studies, DKU

Essential Duties:

- Provide support for DKU undergraduate arts and humanities faculty, assisting with administrative, teaching and research activities.
- Assist and support arts and humanities faculty with their teaching needs, ranging from ordering and preparation of teaching supplies to planning, promoting and providing logistical support for field trips, curricular and co-curricular activities.
- Provide support for undergraduate arts and humanities faculty's research and other professional activities such as organization of academic workshops, seminars and meetings at DKU, and for travel to workshops and conferences.
- Assist the dean and director of assessment with program evaluation, reporting and assessment tasks.
- Works with the Dean, faculty and Marketing and Communication team to manage and update the undergraduate program website as needed.
- Advertise and promote program/course activities.
- Answer inquiries regarding undergraduate programs.
- 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 minimum.
- Master's degree in a related arts or humanities field is preferred.
- Must possess problem solving, organizational, time management, and written and verbal communication skills.
- Must be able to manage multiple demands in a setting of high faculty and student contact and interaction.
- Responsible, self-motivated, flexible, creativity/ability to use one's own initiative, team player, able to work well under pressure.
- Familiarity with US and Chinese higher educational systems is preferred.
- Experience working in both U.S. and Chinese academic institutions is a plus.
- Fluent in English. Fluency in Mandarin is preferred.
- Willing to work some evenings and weekends.