

Intern for Marketing & Communications
Duke Kunshan University
Job Description

Position Overview:

The intern will be mainly responsible for providing support for Duke Kunshan University's recruitment marketing and communications projects. Digital media management and data research are also essential parts of this Internship.

Reports to:

Marketing and Communications Specialist, China Enrollment Management

Essential Duties:

- Support the development of marketing collaterals;
- Assist with copywriting and digital image & video editing;
- Manage to follow up with the marketing promotion in domestic markets;
- Be responsible for competitor analysis and industrial research;
- Be responsible for departmental admin management;
- Other tasks as assigned internally.

Required Qualifications:

- Undergraduate or Graduate student in good academic standing;
- Strong writing and editing skills;
- Photoshop and video editing techniques;
- Fluent English and Chinese in both written and spoken, CET-6 and above;
- Manage to work 5 days per week for at least 3 months and above

Application Process:

Please submit your cover letter and CV for the marketing and communications internship position to jf277@duke.edu