

**Development and Alumni Relations Office Intern
Duke Kunshan University Job Description**

Position Overview:

We are currently seeking a talented candidate with strong interest in educational development to join us in the role of Intern.

Reports to:

Development Manager

Main responsibilities

- Assist in the planning, organizing and logistic support to various high-level university events and make sure an impressive Duke Kunshan University experience for participants
- Manage and update the Development CRM system
- Assist in diverse scheduling and travel arrangements for team members
- Manage program expense record through online finance system.
- Support team members for receiving incoming visitors and alumni
- Support the team in development prospect research
- Translation and editing of reports and documents
- Other miscellaneous work as assigned

Qualifications:

- Currently enrolled undergraduate or graduate students from a leading institution.
- Excellent organizational skills, flexibility and a strong capacity to work under pressure
- Strong English writing and verbal communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- A team player, with capacity to work independently
- Can work for 5 days a week for at least three months. Being able to work longer is preferred.