

# **The Intern of Executive Education and Conference Planning Office**

## **Job Description**

**Position Overview:** Assisting executive education and conference planning administration and program delivery, including program marketing, high profile event arrangement and administration tasks.

**Reports to:** Program Officer for Executive Education and Conference Planning

### **Essential Duties:**

1. Prepare logistics of executive education and conference programs and make sure a pleasant experience for participants from various countries including flight booking, airport pickup/drop off and accommodation reservation.
2. Manage program expense record through online finance system.
3. Work with design and printing company for the production of event materials.
4. Prepare conference/executive education related documents with high quality standard.
5. Support program coordinator for program planning, process monitoring and execution.
6. Translate program marketing materials and reports.
7. Schedule meeting with various parties.
8. Support program website design and explore possible functions.
9. Help to write up program summaries that will be promoted via different social media channels.
10. Other tasks assigned by program officer.

### **Qualification:**

**Education:** bachelor and master candidate in a leading institution.

### **Experience:**

- Proficiency in MS word, Excel and PowerPoint.
- Well organized and detail oriented.
- Able to work in a multi-tasking environment and work under pressure to deliver results.
- Good written and spoken English.
- A good team player with strong interpersonal and positive personality.
- Student's community leadership experience is highly preferred.

**Time Period:** At least 3 months. Being able to work longer is preferred.