

Intern of Vice Chancellor for Academic Affairs (iAPSE)

Duke Kunshan University

Job Description

Position Overview:

The Intern of Vice Chancellor for Academic Affairs (VCAA) Office for Institute of Applied Physical Sciences and Engineering (iAPSE) will provide administrative and office support to David Brady and his laboratory, and VCAA office.

Reports to:

Coordinator of Academic Affairs

Essential Duties:

- Help Coordinator of Academic Affairs with administrative work related to iAPSE.
- Coordinating web announcements, helping arrange the gigapixel camera conference Lawrence Carin and David Brady will hold this November.
- Getting the program going with the science park.
- Coordinating interactions with Wuhan, Nanjing and Tsinghua.
- Submission of financial receipts.
- Other tasks assigned by the VC, David Brady and Coordinator of Academic Affairs.

Qualification:

- Candidate should be full time student, 3rd and 4th year undergraduate and graduate student preferred.
- Excellent English writing and verbal communication skills.
- Ability to work within a team environment.
- Ability to resolve complex problems.
- Must have good skills in Microsoft Word, Excel and PowerPoint. Must adapt well to new technologies.
- Ability to work 5 days a week from the end of August for at least 3 months, 6 months preferred.