

## **Intern of Vice Chancellor for Academic Affairs**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

The Intern of Vice Chancellor for Academic Affairs (VCAA) Office will provide administrative and office support to VCAA and Coordinator of Academic Affairs, and will also assist in coordination with other academic program staff.

##### **Reports to:**

Coordinator of Academic Affairs

##### **Essential Duties:**

- Help Coordinator of Academic Affairs with event planning, travel arrangements for the VC, and receiving incoming visitors.
- Draft internal and external communication materials, take meeting minutes, and prepare background document as necessary.
- Assist Coordinator of Academic Affairs with faculty recruitment and other tasks.
- Submission of financial receipts.
- Other tasks assigned by the VC 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.