

**Program Coordinator  
Environmental Research Center and Master of Environmental Policy Program  
Duke Kunshan University  
Job Description**

**Position Overview:**

Duke Kunshan University (DKU) based in Kunshan, China seeks to appoint a Program Coordinator to manage the international Master of Environmental Policy (iMEP) program and Environmental Research Center at DKU. The Coordinator will provide administrative support to faculty, staff and students in the Environmental Research Center and the iMEP program. The Coordinator will also take part and support a wide variety of activities that will promote the program and center in China and internationally.

The Program Coordinator is the lead person on all routine program activities, student services and program logistics while the students are in China. In addition, a successful Coordinator will be proactive in spotting opportunities to improve the program and an initiating the changes necessary to realize these opportunities. The Coordinator will also need to communicate effectively across all stakeholders at Duke Kunshan and Duke University to ensure the program's success.

**Reports to:**

The position reports to the Director of the Environmental Research Center and Master of Environmental Policy program.

**Essential Duties:**

The Coordinator will serve as one of the primary point of contact for the day-to-day execution of program activities related to the iMEP program and the Environmental Research Center. As a result, the position requires an individual who is capable of functioning in a highly independent manner and simultaneously managing a large number of tasks. The position also requires an individual with a strong entrepreneurial spirit, mature judgment, ability to coordinate detailed logistics planning, and strong communication skills both in-person and via written communications.

The Coordinator responsibilities will include, but are not limited to, the following:

**Student Services**

- Design, plan and execute student orientation activities when at the start of each cohort to create a strong attachment to Duke Kunshan University.
- Plan and implement social events with a focus on enhancing sense of community and developing students' social and professional skills.
- Design, plan and execute the iMEP graduation ceremony and related celebrations.
- Work with student life and connect students with appropriate on-campus resources.

- Serve as advisor to student organizations and groups; serve as source of academic and professional counseling for students; work with student leadership, to develop and coordinate the delivery of high-quality student programming.
- Prepare a program calendar, including class schedules, schedules of events and other activities.

### **Faculty Support**

- Work closely with faculty, to support them in providing a world-class educational experience for iMEP students.
- Coordinate effectively with the faculty services coordinator to ensure to that faculty teaching in the program receive top-quality assistance living in Kunshan.
- Arrange for transportation, lodging, classroom setup, technology support, and reasonable personal assistance for all visiting faculty teaching in the iMEP program.

### **Administrative Support**

- Work with the Duke and Duke Kunshan registrars to ensure timely and accurate transmission of registration-related data such as course schedules, enrollments and grades, and to resolve discrepancies.
- Collect and maintain student data and prepare reports when needed.
- Hire and effectively lead and manage student workers and interns.

### **Budgeting & Finance**

- Work with other departments at Duke Kunshan on program expense submission, contract review, information sharing and other tasks requested.
- Take the lead in developing a program budget for student services, faculty support, classroom services, and administration on an annual basis
- Prepare regular financial reports to keep program leadership apprised of the program's financial situation
- Manage allotted budget to ensure successful implementation of the program while staying within the budget.
- Assist Program Director to prepare financial reports as needed.

### **Career Services**

- Work with Program Director to plan and implement career service related programs.
- Provide administrative support and coordination for career events on and off campus.
- Support program director with data input and maintenance, including students' job search status, alumni and corporate relation management etc.
- Help Program Director coordinate with Development and Alumni Relations office at Duke and Duke Kunshan on alumni related events which tie current students to the alumni community and help them successfully transit from students to alumni with strong involvement.

### **Communications and Marketing**

- In conjunction with the recruitment team, work to promote iMEP enrollment efforts, including assisting with print materials, social media outreach, campus posters, and other media as appropriate.
- Support marketing effort originated and led by the Communication Department, including producing regular news and information that can be published on the DKU website.
- Support applicant management in conjunction with DKU recruitment officers, including communications with students from their initial inquiry to participation in iMEP.

### **Skills and Abilities:**

- Possesses superior verbal and written communication skills in both English and Mandarin are foundational in representing Duke Kunshan. Has the ability and willingness to discern and meet the needs of students. Has the ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures.
- Besides the core skills of teamwork, the ability to handle multiple priorities in an independent manner is a must. Outstanding attention to details is critical as well.
- Strong computer skills required, including Microsoft Office Word, Excel, PowerPoint and Outlook etc.
- Quick learner with strong entrepreneurial spirit.
- The job may require some travel, flexibility with traveling and working hours is needed.

### **Required Qualifications:**

- The job requires communication, analytical and organizational skills minimally acquired through completion of a bachelor's degree program. Master degree with a relevant background preferred.
- Two to five years of experience in education or program administration, with background in student services or student counseling a plus.
- Experience working with students is strongly preferred.
- The successful candidate will be a person with a high level of maturity and confidence.