

Intern for Undergraduate Programs

Duke Kunshan University

Job Description

Position Overview:

The full-time Intern for Duke Kunshan University Undergraduate Programs works as a member of a team supporting all activities tied to the program (both non-degree and degree programs). The Program Intern works closely with Undergraduate Programs team to provide administrative support for the program, including program activities, program logistics and admissions

Reports to:

Undergraduate Academic Manager & Undergraduate Programs Coordinator

Essential Duties:

- Assist with planning and implementation of academic field trips (need travel with the class), orientation, semester closing week and admissions.
- Assist with logistics of visiting guests, advisory meetings and other academic events.
- Assist with program data recording, including managing program calendars, organizing program photos, and tracking expense reports etc.
- Assist with GLS Facebook posting, and making weekly meeting minutes.
- Assist to support faculty in academic aspects, including teaching material preparation, classroom IT check, classroom set-up, etc.
- Assist with GLS recruiting for 2018 Spring semester, including school visits arrangement, on site advertising, GLS alumni networking, online information session planning, and all the promotional activities involvement.
- Assist with GLS admission for 2018 Spring semester.
- Assist with Undergraduate Associate Dean's UG recruiting tasks.
- Assist with administrative tasks of the newly launched UG program.
- Assist with textbook procurement, e.g. pricing, sorting.
- Other tasks as assigned.

Required Qualifications:

- Graduating students or recent graduates who can work full time Monday to Friday in Kunshan
- Candidates with relevant internship or work experience are preferred.
- Reliable, mature, highly organized, and a quick learner with a can-do attitude.
- Good written and verbal communication skills in English and Chinese.