

市场部实习生
Marketing Intern

职位简介

Position Overview

昆山杜克大学市场部门招募实习生，其主要职责为协助昆山杜克大学在中国及海外市场招生的品牌推广、文档管理及数据统计管理工作。

Duke Kunshan University seeks a Marketing Intern to join our Marketing team. This position is responsible for supporting the university's branding and admission goals in domestic and overseas markets. Data documentation and analysis are essential part of this Internship.

汇报至: 数字化运营专员

Report to: Digital Marketing Specialist

工作职责:

Key Responsibilities:

- 日常市场数据的统计与分析;
- Document daily data flow and process analysis;
- 协助昆山杜克大学在国内外市场的品牌推广;
- Assist with Duke kunshan University's branding in domestic and overseas markets;
- 跟进海内外竞品分析及行业研究;
- Provide appropriate updates on competitor analysis and industrial research;
- 负责部门文档的检查及管理;
- Comprehensive hands-on review and management of departmental documentation;
- 其他部门内部日常工作
- Other tasks as assigned internally.

岗位要求:

Desired Qualifications:

- 本科或硕士研究生在校生，英语相关专业优先;
- Undergraduate or Graduate students in good academic standing, and English major is preferred;

- 熟练的中英文读写能力;
- Good written and verbal communication skills in English and Chinese
- 每周工作五天, 至少工作三个月以上;
- Manage to work five days per week, and continue to work for three months and above;
- 熟练使用 MS 相关软件;
- Experience with MS Excel, Word, PowerPoint
- 有相关实习经验的申请者优先;
- Candidates with relevant internship or work experience are preferred.
- 良好的人际沟通能力;
- Excellent interpersonal and communication skills.

更多信息:

More information:

- 实习生需要自行携带个人笔记本电脑用于日常办公。
- Please bring your own laptop to complete daily projects and tasks as assigned.
- 实习生每月工资为税前 3000 元人民币。学校提供必要的差旅及与工作相关领域的费用支出。
- This is a paid internship with 3,000 yuan per month before taxation. We will also provide a stipend to cover travel and any work-related expenses.