

iMEP Recruitment Intern
Duke Kunshan University
Job Description

Position Overview:

The student intern will work on recruitment marketing-related activities for Master of Environmental Policy.

Reports to:

Recruitment and Admissions Officer, iMEP

Essential Duties:

- Assist iMEP program recruitment including marketing research, social media outreach etc.
- Event planning and implementation
- Write press release for program events and activities
- Assist administrative tasks as assigned

Qualification:

- Fluent in English speaking and writing, experience in professional writing is highly preferred
- Professional with Microsoft Office
- Familiar with social media, like wechat, weibo, facebook, etc.
- Good communication skills
- Have a can-do spirit
- Can work full time minimum 3-6 months

Application Process

Submit cover letter and CV to DKUrecruitment-Intern@dukekunshan.edu.cn .

Positions open until filled.