

Intern for Marketing & Communications
Duke Kunshan University
Job Description

Position Overview:

The intern will be mainly responsible for providing support for Duke Kunshan University's recruitment marketing and communications projects. Administrative management and data research are also essential parts of this Internship.

Reports to:

Marketing & Communications Specialist

Essential Duties:

- Support the development of marketing materials;
- Assist with daily data collection and analysis;
- Manage to follow up with the marketing promotion in domestic markets;
- Be responsible for competitor analysis and industrial research;
- Be responsible for departmental admin management;
- Other tasks as assigned internally.

Required Qualifications:

- Undergraduate or Graduate student in good academic standing;
- Fluent English and Mandarin in both written and spoken, CET-6 is a must;
- Manage to work five days per week, and continue to work for three months and above;
- Excellent interpersonal and communication skills.

More:

- Please bring you own laptop to complete internship projects and tasks.
- 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.