

Intern for Vice Chancellor for Academic Affairs

Duke Kunshan University

Job Description

Position Overview:

The Intern for Vice Chancellor for Academic Affairs (VCAA) Office will provide administrative and office support to VCAA and Coordinator of Academic Affairs, and will also assist in coordination with other academic program staff.

Reports to:

Coordinator of Academic Affairs

Essential Duties:

- Help Coordinator of Academic Affairs with event planning, travel arrangements for the VC, and receiving incoming visitors.
- Draft internal and external communication materials, take meeting minutes, and prepare background document as necessary.
- Assist Coordinator of Academic Affairs with faculty recruitment and other tasks.
- Submission of financial receipts.
- Other tasks assigned by the VC and Coordinator of Academic Affairs.

Required Qualifications:

- Candidate should be full time student, junior and senior undergraduate and graduate student are preferred.
- Excellent English writing and verbal communication skills.
- Ability to work within a team environment.
- Ability to resolve complex problems.
- Must have good skills in Microsoft Word, Excel and PowerPoint. Must adapt well to new technologies.
- Ability to work 5 days a week for at least 3 months, 6 months preferred.