

**Intern for Center for Teaching and Learning**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Center for Teaching and Learning (CTL) will be responsible to assist faculty members and students with teaching technologies, such as Sakai, Learning Management System; coordinate CTL's efforts to support faculty; follow up on action items, and contribute to the team culture of Duke Kunshan. CTL Intern will learn and use a range of learning technologies, understand effective learning skills, active learning techniques that faculty may use in classrooms.

**Reports to:**

Associate Director, Center for Teaching and Learning

**Essential Duties:**

- Assist or offer workshops and one-on-one consultations on teaching, learning, and instructional technology, such as Sakai, Learning Management System.
- Observe identified classrooms based on the checklist developed by CTL, and report to CTL and the faculty members.
- Research trends and the competitive landscape of innovative teaching and learning in higher education in China and around the world.
- Troubleshoot and analyze problems related to service tickets received for Duke Kunshan's learning technologies.
- Design and implement surveys and user testing for teaching and learning.
- Contribute to the CTL website.
- Participate in and contribute to Duke Kunshan faculty learning community.
- Serve as a liaison between CTL and the Duke Kunshan student community, helping students access relevant resources, facilitating student focus groups, collecting and analyzing data, and helping CTL understand the needs of Duke Kunshan students.

**Required Qualifications:**

- Interpersonal and effective English written and verbal communication skills with the ability to manage expectations and explain technical detail.
- Methodical, investigative and inquisitive mind.
- Ability to contribute to a team effort.
- Logical approach to problem solving.
- Ability to learn and apply new skills and techniques.
- Currently enrolled in a degree program; Bachelor degree, and Master degree is preferred.