Intern for Chancellor’s Office
Duke Kunshan University
Job Description

Position Summary:
The intern will provide administrative and office support to the Office of Chancellors.

Reports to:
Cindy Li --- Director, Office of Chancellors

Essential Duties:
• Help the Translator and Administrative Assistant with general administrative work, including processing official letters, following up the process of policies and procedures, etc.;
• Help Translator and Administrative Assistant to organize and coordinate conferences and events;
• Help Translator and Administrative Assistant to organize campus activities;
• Other tasks assigned by the Director of Office of Chancellors.

Required Qualifications:
• Candidate should be full time student. Junior and senior year UG students and graduate students are preferred;
• Excellent English and Chinese writing and verbal communication skills;
• Experience of working with high-level leaders;
• Excellent organizational skills and excellent problem-solving ability;
• Have good skills in Microsoft Word, Excel, and PowerPoint. Must adapt well to new technologies;
• Ability to work within a team environment.