

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.