

Medical Physics Graduate Program Recruitment Intern

Duke Kunshan University

Job Description

Position Overview:

The successful Recruitment and Admissions Intern of Medical Physics Graduate Program focus on administrative tasks and marketing related projects, which support global student recruitment.

Reports to:

MP Recruitment and Admissions Officer

Essential Duties:

- As directed by the MP Recruitment and Admissions Officer, maintain prospective students' database. Establish immediate and on-going contact with prospects throughout the application process.
- Assist MP Recruitment and Admissions Officer in contacting various universities, education institutions, and related industry companies.
- Assist MP Recruitment and Admissions Officer in preparing marketing materials which include social media posts, development of posters and brochures, program swag (souvenirs), etc., as needed for the program.
- Assist MP Recruitment and Admissions Officer creating and publicizing relevant articles in communication platforms, like Zhihu and Wechat and so on.
- Assist MP Recruitment and Admissions Officer in arranging logistics for recruitment talks, information sessions, open houses, prospective campus visits, etc.
- Assist MP Recruitment and Admissions Officer in administrative analysis and development of student recruitment/program marketing activity reports.
- Other duties as assigned by MP Recruitment and Admissions Officer.

Required Qualifications:

- Bachelor or master candidate in a leading institution in either China or foreign countries.
- Rich experiences in interpersonal communication.
- Attention to details.