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.