

## **Intern for Office of Human Resources**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

The intern for Office of Human Resources is responsible for supporting the whole HR Team in various task implement, such as accommodation coordination, faculty orientation, business card application, translation etc.

##### **Reports to:**

Director of Human Resources, and work closely with all the HR team members.

##### **Essential Duties:**

- Assist the expats' orientation including international relocation, local accommodation, children schooling, shipment and other settling services;
- Be responsible for application of Talent's Apartment and business card;
- Support on the interview arrangement, including candidate direction and interview coordination;
- Help with the employee team building activities;
- Other tasks as assigned.

##### **Required Qualifications:**

- Current enrolled undergraduate or graduate students;
- Bachelor or above in Management, Human Resources, or related majors;
- Be able to work at least 3 days a week;
- Fluent English and Mandarin in both written and spoken;
- Excellent interpersonal and communication skills.