

## **Operations Specialist of Conference Planning**

### **Duke Kunshan University**

#### **Job Description**

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

The Operations Specialist of Conference Planning for Duke Kunshan University is responsible for organizing and supporting a variety of programming at DKU, including academic conferences, seminars, and symposia, DKU-wide events, and national and international academic association meetings. Besides, the operations specialist of conference planning will also provide planning and delivery support to internal and external conference organizers, and ensure the success of these events.

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

Conference Planning Manager

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

The Operations Specialist of Conference Planning will take care of conferences/events on campus, either by providing program organization and planning or by providing event support service. The responsibilities will include, but are not limited to the followings:

- Help to manage, plan, organize and support various conferences/events at DKU.
- Cooperate with other departments of DKU to implement or support conferences/events.
- Manage vendors, e.g. event agencies, catering appliers, etc.
- Co-work with Operations staff to develop and implement logistical plans to ensure successful program delivery.
- Assist the supervisor to serve as a liaison for managing conferences/events at DKU.
- Work with the supervisor to develop conference and workshop proposals with clear goals with respect to guest participants, target audiences, marketing plans, publicity campaigns, financial investments and expected returns.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

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

- Bachelor's degree is required.

- Over 3 year's event management experience.
- Written and spoken fluency in Mandarin and English.
- Flexibility to work weekends and evenings when required.
- Proven ability to interact effectively with internal and external colleagues.
- Ability to work independently.
- Excellent organizational and administrative skills and a track record of successful project management.
- Ability to work in a collaborative environment.
- Attentive to details and with a keen sense of quality.
- Integrity and mature judgment.
- High energy, ambition and determination.
- Outstanding communication skills.