

Science Writer/Editor
Duke Kunshan University
Job Description

Position Overview:

We are looking for a science writer/editor to research, write and edit science-related content for professional and lay audiences. The Editor will work with people and programs across and beyond Duke Kunshan University to convey understanding and inspires excitement about our research activities and findings through classical and new ways of communication.

Reports to:

Senior Director, Strategic Marketing and Public Relations

Essential Duties:

- Research and write scientific content for publications, websites, and other classic or new formats to engage and inform professional and lay audiences about Duke Kunshan's research findings and accomplishments.
- Serve as editor of the University's scientific communication materials and handle other editorial and related duties.
- Build and maintain solid working relationships with subject matter experts and science writing & communication communities.
- 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 in a science-related field is preferred.
- Knowledge of and passion in scientific topics.
- Five years of experience writing scientific content is preferred. Please include your writing samples if possible.
- Native Chinese speaker or near-native fluency. Fluency in English is also required.
- Work well both independently and in a team.
- Minimum requirements may be met by an equivalent combination of education, experience, and

skills.