

**Executive Assistant to Chancellor**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

The Executive Assistant to Chancellor will perform administrative and executive support to University Chancellor.

**Reports to:**

Chancellor, Duke Kunshan University

**Essential Duties:**

- Prepare various drafts of articles and reports for the Chancellor, e.g. the public speech, the announcement made by the Chancellor, the reports for the government, etc.
- Be responsible for calendar management, requiring interaction with both internal and external executives and assistants, to coordinate a variety of complex executive meetings for the Chancellor.
- Perform diverse scheduling, travel arrangements, event planning, translation and interpretation, and coordinating tasks.
- Need to attend phone calls from clients and also respond to the emails received from clients and concerned party members without fail.
- Receive and interact with incoming visitors.
- Communicate and handle incoming and outgoing electronic communications on behalf of the Chancellor.
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.
- 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:**

- Candidate should at least possess an undergraduate degree. Graduate degree is preferred.

- At least 3-5 years of experience in administrative and executive related occupation. Experience in similar position is preferred.
- Excellent Chinese writing skills especially in reports writing.
- Ability to resolve complex administrative problems independently.
- Excellent organizational skills and excellent problem-solving ability.
- Strong communication and relationship building skills are essential.
- Strong English writing and verbal communication skills.
- Must have advanced skills in Microsoft Word, Excel, PowerPoint and Access. Must adapt well to new technologies.
- Ability to work within a team environment.