

Intern for Master of Management Studies Program
Duke Kunshan University
Job Description

Position Overview:

The Program Intern for the Master of Management Studies: Duke Kunshan University (MMS: Duke Kunshan) works as a member of a team in support of all activities tied to the program.

The program intern works closely with the Associate Director of the MMS: Duke Kunshan Program, the Associate Director of Career Service of the MMS: Duke Kunshan Program and the Program and Recruitment Specialist, providing administrative support for the program, including program administrations, recruitment marketing and activities, student services and career-related events.

The MMS: Duke Kunshan program is a Fuqua School of Business pre-experience master's degree providing fundamental entry-level business skills and subject matter knowledge. The program focuses on building the technical skills and capabilities needed to obtain and succeed in entry-level analyst positions in finance, marketing, consulting, and general management. The program is targeted to individuals without previous business training and experience, who have earned an undergraduate degree in areas including the liberal arts, science, or engineering. The MMS: Duke Kunshan combines the depth, breadth, and critical thinking skills from the liberal arts and sciences with fundamental business skills, to position the student to take on a variety of professional roles.

Reports to:

Associate Director of the MMS: Duke Kunshan Program.

Essential Duties:

Support day-to-day execution of all program activities related to the MMS: Duke Kunshan program in China. The responsibilities will include, but are not limited to, the following:

- Support with program marketing and recruitment research and outreach;

- Assist with creation and production of recruitment marketing materials, including WeChat posts and printout materials, among others;
- Help implement recruiting events by managing logistics;
- Assist with planning and implementing of student activities, orientation and graduation;
- Help manage program administrative tasks, including course schedules and financial reporting, among others.
- Assist to support faculty in all aspects, including academic needs such as classroom set-up and handout printing, and personal support in some occasions.
- Assist with planning and implementing career service events.

Required Qualifications:

- University students who can work full time Monday to Friday in Kunshan, for 6 months and above.
- Candidates who are mature, detail-oriented, highly organized, and able to multi-task.
- Experience and skills in social media content production are a plus.
- Quick learner with a can-do attitude.
- Strong written and verbal communication skills in both English and Chinese.