

Program Coordinator/Assistant
for China Innovation Research and Training Center (Rank Open)
Duke Kunshan University
Job Description

Position Overview:

Duke Kunshan University (DKU) a Sino-foreign Cooperative University approved by the Ministry of Education and founded by Duke University, Wuhan University and Kunshan City Government. DKU is a non-profit public welfare social organization with independent legal status. The campus is located in Kunshan Yangcheng Lake Science Park, Jiangsu Province. The Program Coordinator/Assistant of the China Innovation Research and Training Center works closely with the Program Manager to develop and grow the center and have it become globally recognized for expertise in the study of innovation in China. The Program Manager's main function is to design, implement and manage the center's mid-term and long-term programs as well as activities.

Reports to:

Program Manager of China Innovation Research and Training Center

Essential Duties:

- Work with program manager to develop and grow the center by assisting with the implementation of various programs, including but not limited to research projects, training activities and conferences.
- Help identify research programs focusing on innovation in China, including preparing research proposals, seeking funding, and helping to develop partnerships both in China and overseas.
- Support research projects related to innovation, S&T development, and higher education by collecting and summarizing information from various resources, conducting field research, analyzing data and writing reports.
- Help organize and implement training programs involved in innovation, entrepreneurship and S&T development.
- Help to organize and schedule conferences, seminars, lectures and workshops focusing on China's innovation.
- Assist Program Manger establish a network of cooperative partnerships with foreign and Chinese

institutions, such as universities, think tanks and other organizations that will lead to joint projects, seminars, workshops, etc.

- Assist with funding proposals to support the Center from Chinese government agencies, foundations as well as oversea foundations and international organizations.
- Cooperate with other departments of DKU to develop and implement projects to expand DKU's research, education and partnership.
- Help manage the daily activities of the center. Perform diverse scheduling, event planning, translation and interpretation, and various tasks coordination.
- Other tasks as assigned.
- University employee's 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.
- Broad intellect and keen interest in innovation related topics and contemporary issues in a wide range of fields.
- Understand Chinese S&T system, government policy and social conditions, education system and entrepreneurship.
- Research skills at certain level. Be able to draft proposals, collect and analyze information, conduct field research and produce research paper.
- Excellent networking and communication skills and analytical capabilities.
- Excellent organizational and administrative skills.
- Ability to work independently and entrepreneurially to envision, create and implement successful programs.
- Fluent in Chinese and English and excellent writing skills.

Note:

Please be kindly advised that this position is a two-year contract position. The continuation of the position will be depending upon the sufficiency of the program fund.