

Intern for Career Services Office

Duke Kunshan University

Job Description

Position Overview:

The intern of Career Services Office will be providing support to the office on various events and administrative items.

The Career Services Office at Duke Kunshan University assists graduate and undergraduate students as well as alumni with discovering and refining their career pathways and ultimately realizing their future career goals. The office also works with other stakeholders especially corporate partners in developing career development programs, recruitment events and other collaboration opportunities.

Reports to:

Director of Career Services Office

Essential Duties:

Support day-to-day execution of career programs and activities. The responsibilities include, but are not limited to:

- Assist with the planning and implementation of career workshops and events;
- Assist with the creation and production of marketing materials;
- Assist with data tracking and recording;
- Assist with documenting business meetings and industry research;
- Assist with office administrative items.

Required Qualifications:

- Currently enrolled student who can work full time Monday to Friday in Kunshan;
- Candidates with relevant internship or work experience preferred;
- Mature, detail-oriented, highly organized, and able to multi-task;
- Quick learner with a can-do attitude;
- Good written and verbal communication skills in English and Chinese;
- Strong skills in MS Office, especially Excel and PowerPoint.