

Government Training Program Intern
Duke Kunshan University
Job Description

Position Overview:

The government training and professional education program seeks an intern to assist the development of training programs and organization of training events.

Reports to:

Dr. Shuyi Wang, Director of Government training and Professional Education

Essential Duties:

- Coordinate the logistics of the Government training and Professional Education programs, such as space requesting, accommodation, transportation and so on;
- Respond to the inquires of trainees and instructors;
- Help the funding management of training programs;
- Involve in the development and marketing of new training programs.

Required Qualifications:

- Currently enrolled student, strong project management skills;
- Be able to provide excellent customer service;
- Fluent in both English and Chinese;
- Excellent communication skills.