

## **Specialist of Government Relations**

### **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 Specialist of Government Relations is a member of DKU's government relations team and will assist the Vice Chancellor for Government Relations to roll out the work focusing on strengthening relationships, familiarizing policies, soliciting supports, acquiring resources and accelerating development. He or she will closely collaborate with other colleagues to establish an effective government relations network and working mechanism so that to provide excellent services to DKU's academics and research centers.

##### **Reports to:**

Vice Chancellor for Government Relations

##### **Essential Duties:**

Assist the Vice Chancellor of Government Relations to conduct general planning, coordination, communication, support, management and services related to the relationships and interactions with various levels of government authorities and agencies. Key responsibilities include:

- Assist the Vice Chancellor of Government Relations to maintain regular communications, relations, collaborations and interactions with government authorities and agencies, and build excellent government relations network and operating mechanism.
- Collect and analyze information on policies and regulations as well as other universities' experiences relevant to DKU's teaching, research and operation in a timely way; provide consultancy and advice to senior leadership team to clearly understand regulations, compliance, innovation and exploration, and seek optimal support and resources for the development of DKU under the regulatory and policy framework.
- Collaborate closely with other colleagues and assist relevant business departments to liaise with corresponding government authorities with regards to business applications for approvals,

administrative supervision, review and evaluation, etc.

- Provide administrative and logistical supports to the Vice Chancellor for Government Relations.
- Other tasks assigned by the supervisor.
- 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:**

- Master's degree or above
- Deep understandings of Chinese government and social conditions including legal, regulatory and policy environment; Excellent networking and communication skills and analytical capabilities; Fluent in Chinese and English and excellent writing skills.