

Environmental Policy Program Intern

Duke Kunshan University

Job Description

Position Overview

The student Intern will support program coordinator to process day-to-day administrative tasks related to DKU Master of Environmental Policy and the Environmental Research Center.

Reports to:

Program Coordinator, Master of Environmental Policy and Environmental Research Center

Essential Duties

- Communicate with other programs and departments at Duke Kunshan University and external entities.
- Arrange meetings/conferences/events
- Assist faculty-related administrative tasks
- Process reimbursement request

Benefits

- World-class academic institution
- Friendly working environment
- Outstanding facility services
- Opportunities to have an engaged conversation with renowned scholars and experts in the field
- Opportunities to attend high level lectures and conferences

Required Qualifications:

- Excellent speaking and writing skills in English
- Attention to details
- Good communication skills
- A can-do spirit
- Able to work full time for at least three months, 5 days a week

About the Environmental Research Center at Duke Kunshan University

The Environmental Research Center at Duke Kunshan University is an independent research institution that integrates research and educational programs on environmental science and policy.

The research center provides a hub for faculty to engage in interdisciplinary and policy-relevant research in China and beyond; it facilitates collaborations with faculty and researchers at Chinese universities, businesses operating in China, policy-makers, and non-governmental organizations. The research center also serves as a hub for innovative student research projects that are collaborative, vertically integrated, problem-focused, and multidisciplinary.

The research center is in close collaboration with the Nicholas School of the Environment, Sanford School of Public Policy, Nicholas Institute for Environmental Policy Solutions, and Energy Initiative at Duke. The joint research endeavor highlights a number of emerging areas of increasing importance in China and could serve as focal points for integrating research, teaching, and practice at Duke Kunshan, such as climate policy, water-energy nexus, and health impacts of air pollution.

<https://dukekunshan.edu.cn/en/research/environmental-research-center>

About Master of Environmental Policy Program at Duke Kunshan University

Duke Kunshan University's international Master of Environmental Policy (iMEP) program combines a world-class faculty, cutting-edge research center, innovative curriculum and unparalleled career opportunities. You will leave the program with an advanced degree from world-renowned Duke University, and the knowledge and experience you need to devise evidence-based policy solutions to the most urgent environmental problems of our time.

<https://dukekunshan.edu.cn/en/academics/master-environmental-policy>