

Intern for Development and Alumni Relations Office
Duke Kunshan University
Job Description

Position Overview:

We are currently seeking a talented candidate with strong interest in educational development to join us in the role of Intern.

Reports to:

Development Manager

Essential Duties:

- Assist in the planning, organizing and logistic support to various high-level university events and make sure an impressive Duke Kunshan University experience for participants;
- Manage and update the Development CRM system;
- Assist in diverse scheduling and travel arrangements for team members;
- Manage program expense record through online finance system;
- Support team members for receiving incoming visitors and alumni;
- Support the team in development prospect research;
- Translation and editing of reports and documents;
- Other miscellaneous work as assigned.

Required Qualifications:

- Currently enrolled undergraduate or graduate students from a leading institution;
- Excellent organizational skills, flexibility and a strong capacity to work under pressure;
- Strong English writing and verbal communication skills;
- Proficiency in Microsoft Word, Excel and PowerPoint;
- A team player, with capacity to work independently;
- Can work for 5 days a week for at least three months. Being able to work longer is preferred.