

**IT Support Intern**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Perform a wide range of administrative and office support activities for the IT department and/or managers and supervisors to facilitate the efficient operation of the organization.

**Essential Duties:**

- Responding to general support requests;
- Assist with equipment setup and replacement;
- Maintain an accurate and organized inventory of all newly purchased hardware assets;
- Keep meetings/travels/activities arranged & organized, on track and moving forward.

**Required Qualifications:**

- Students currently enrolled in universities, and can work five days per week;
- Ability to manage multiple tasks efficiently;
- Able to communicate in English efficiently, CET-6 is preferred;
- Detail-orientated, well-organized and responsible;
- Excellent teamwork skills;
- Able to work in a fast-paced and multi-culture environment.