

Undergraduate Recruitment Intern
Duke Kunshan University
Job Description

Position Overview:

Assisting Undergraduate recruitment, including website and WeChat account maintenance coordination and administration, marketing research, CRM maintaining, peer advisor management, SPARK newsletter. Organize the Online and offline promotion campaigns and activities.

Reports to:

Assistant Director of Undergraduate Recruitment for China, Asia and Africa.

Essential Duties:

- Assist to maintain UG Recruitment WeChat account and private WeChat account;
- Answer inquiries from UG hotline, QQ group, and WeChat groups;
- Lead small groups for campus tour;
- Assist recruitment officers for administrative work;
- Maintain the CRM system, including reply inquiries, data and analyze;
- Operate the newsletter DKU SPARK.

Required Qualifications:

- No working experience required;
- Student leader, writer, reporter, photographer, designer experience preferred;
- Strong English writing and speaking skills;
- Can work full-time at least 3 months.