

Undergraduate Program Intern
Duke Kunshan University
Job Description

Position Overview:

The full-time Intern for Duke Kunshan University Undergraduate Programs works as a member of a team supporting all activities tied to the program (both non-degree and degree programs). The Program Intern works closely with Undergraduate Programs team to provide administrative support for the program, including program activities, program logistics and admissions

Reports to:

Undergraduate Programs Coordinator

Essential Duties:

- Provide classroom support for UG classes
- Provide course support to UG faculty
- Assist in daily administration for UG Programs Office
- Assist in class field trips
- Assist in teaching aids procurement for UG courses, e.g. textbooks
- Assist in class activities, program activities
- Assist in UG faculty onboarding and personal support
- Provide support for team members when needed
- Other tasks as assigned.

Required Qualifications:

- Graduating students or recent graduates who can work full time Monday to Friday in Kunshan
- Candidates with relevant internship or work experience are preferred.
- Reliable, mature, highly organized, and a quick learner with a can-do attitude.
- Good written and verbal communication skills in English and Chinese.