Job Description – Intern, Arts and Sciences

Department: Arts and Science  Reports to:  Senior Associate of Arts and Science

Position Summary
The intern will assist in a variety of administrative tasks of the Arts and Sciences office.

Responsibilities
- Meeting arrangement, taking minutes, filing, drafting agenda and brief letters, etc.
- Processing daily financial administration responsibilities, including transactions and collection of financial receipts
- Logistics support for visitors of Arts and Sciences, such as making agenda, drafting invitation letters, coordinating trips and hosting events
- Logistics support for Arts and Sciences events, including event planning and on-site coordination
- IT equipment requisition for new faculty of Arts and Sciences
- Other tasks as assigned by Dean of Arts and Sciences

Qualification
- **Required Education**
  
  Minimum Bachelor’s Degree, Master’s degree preferred

- **Required Experience**
  Prior experience in administrative support, higher education and multicultural work environment

- **Required Knowledge, Skills, and Abilities**
  - Strong verbal and written communication skills in English and Chinese
  - Attention to details
  - Ability to work cooperatively and productively in a multicultural team environment
  - Proficiency in Microsoft Office, Doodle Poll, Gmail and other Google apps