Job Description – Intern, HR Mobility

Department: Human Resources

Reports to: HR Mobility Team

Position Summary

The HR Mobility Team offers various relocation services to expatriate faculty and staff, including immigration, housing, shipping, settling-in, repatriation and other ongoing support during employee’s relocation process to China.

Student worker in this role will be assisting the HR Mobility Team with the following mobility tasks and activities.

Responsibilities

- Prepare for application materials for new expatriate employees’ immigration and onboarding.
- Provide assistance to expatriate employees in areas, including but not limited to airport pickup, bank card/SIM card opening, accompanying new employees to immigration bureau, etc.
- Other administrative work, such as printing, copying, document translation, welcome pack preparation and etc.
- Other duties as assigned.

Qualifications

- Required Education
  
  Applicants should be currently enrolled in an undergraduate OR graduate program.

- Required Knowledge, Skills, and Abilities
  
  - Good at Microsoft software, Word, Power Point and Excel. Demonstrate Photoshop skill is a plus.
  - Good English communication and problem solving skills.
  - Willing to help others.
  - Commitment of at least 3.5 days per week.