



Job Description – Intern, HR C&B

Department: Human Resources

Reports to: HR C&B team

Position Summary

Intern in this role should assist HR Compensation and Benefit members with various matters, including daily office administrative tasks and out-campus jobs. As an intern in HR, confidentiality is the most important thing to keep in mind.

Responsibilities

- Support to apply for Shanghai Hukou and Resident Permit (居住证) for qualified employees;
- Prepare relevant materials for new staff/faculty's onboarding; deliver monthly tax receipt etc.
- Daily Office routine work, such as printing, copying documents etc.
- HR office or campus administration support, like team member's birthday party or national festival activities;
- Other duties as assigned.

Qualifications / Requirements

- Good English written and oral communication skills.
- Good communication and problem-solving skills.
- Willing to help others.
- Can work 2-3 days a week for at least 6 months.