



Job Description – Intern, HR Immigration & Relocation Services

Department: Human Resources

Reports to: HR I & R Services

Position Summary

The HR Immigration & Relocation Services 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 Immigration & Relocation Services Team with the following mobility tasks and activities.

Responsibilities

- Prepare application documents for international employees' work-related permits and onboarding
- Provide assistance to international 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

- 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 days per week