Marketing Manager

About SCP
Summer China Program ("SCP") International Summer School, supervised by China Education Association for International Exchange, is dedicated to provide world class higher education in China. Besides providing teaching faculty from Ivy League and other prestigious institutions and extraordinary, life-changing educational summer experience, SCP allows students to earn up to 12 academic credits, save tuition, and accelerate their undergraduate education.

Position: Full-time
Number of Openings: 1
Location: Beijing Office
C-2005 Jin Chang An Building, No. 82 Dong Si Huan Zhonglu, Chaoyang District, Beijing

Responsibilities:
1. Monitor and help analyze market trends; Develop marketing strategies
2. Help establish process, build and maintain public image; Compose PR and advertisements
3. Giving presentations; Oversee and motivate marketing staff
4. Daily administrative work in summer school, including student admin & services, office management, students events planning and operating, budget control, professors’ welfare, recruit, train and oversee substaff, and etc.
5. Other duties assigned by supervisor

Qualifications:
1. Education: Bachelor’s degree or above from universities or colleges in US/ Canada/ Australia
2. English: High proficiency in both English and Chinese
3. Involvement: Previous student leadership experiences preferred
4. Strong leadership and event organizing skills; Excellent communication and interpersonal skills; Attention to details and ability to multi-task; Passionate, entrepreneurial, can work under pressure and deadlines
5. MS Office: Proficient in Word, PowerPoint, and Excel
6. Specialties: Photography skills, design skills of Photoshop/AI, and event planning skills is a plus
7. Open to relocate if needed

Approximate hours per week: 40 hours/ week, 5 days/week, may be requested to work extra hours at night or on weekends
Compensation: RMB 6,000-8,000/month +五险一金+bonus

How to Apply:
Send resumes (in both Chinese and English) to yin.yu@scpeducation.org. Title: 《市场经理-姓名-毕业院校》如《市场经理-王旭-UIC》
Candidates who pass our initial screening will be invited to participate in one or two interviews with the management team of SCP International Summer School.