



SUMMER CHINA PROGRAM

SCP 国际暑期学校

中国教育国际交流协会主办



中国教育国际交流协会

CHINA EDUCATION ASSOCIATION FOR INTERNATIONAL EXCHANGE

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-UIUC》



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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.