



## Operational Assistant (“OA”)

### 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.

### Available Positions:

#### 1. Professor Assistant

Summer full-time, at [Beijing CUC](#) or [Shanghai SISU](#)

#### 2. Operational Assistant

Summer full-time, at [Beijing CUC](#) or [Shanghai SISU](#),

#### 3. Writing Center Instructor

Summer full-time, at [Beijing CUC](#) or [Shanghai SISU](#),

#### 4. Marketing Manager/ Assistant

Full-time, at [Beijing Office](#)

### Responsibilities:

1. Assist program director and managers with daily administrative work in summer school, including student services, office management, professors’ welfare, etc.
2. Plan and coordinate students’ events such as business panels, culture events, local trips, and social events for students, etc.
3. Train and oversee Professor Assistants and Writing Center Instructor.
4. Other duties assigned by program director and managers

### Qualifications:

1. **Leadership:** Strong leadership and event organizing skills; Excellent communication and interpersonal skills; Attention to details and ability to multi-task
2. **English:** High proficiency in both English and Chinese
3. **Education:** Undergraduates or graduates from US/ Canada universities or colleges
4. *Passionate, entrepreneurial, detail-oriented, work under pressure and deadlines*
5. **MS Office:** Proficient in Word, PowerPoint, and Excel
6. **Specialties:** Photography skills, design skills of Photoshop/AI, M.C. skills, and event planning skills is preferred
7. **Student Ambassador:** SCP student ambassador experience is a plus
8. **SCP Students:** Current SCP students are NOT eligible to apply for OA position

### Job Duration:

2014/6/23-8/6



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

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**Approximate hours per week:** 40-60 hours/ week, 6 days/week, may be requested to work extra hours at night or on weekends

**Compensation:** RMB 3,000/month +Housing

**Number of Openings:** 8 (Beijing 4, Shanghai 4)

**How to Apply:**

Fill out Application Form: [Here](#) (Resume and electronic transcript are required).

Candidates who pass our initial screening will be invited to participate in one or two Skype interviews with the management team of SCP International Summer School.