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<b>Employer:</b>	Kunshan Kangqiao School
<b>Internship Position:</b>	Specialist in English or Humanities/Social Sciences
<b>Duration:</b>	June – August 2025 (6 - 8 weeks)
<b>Placement Location:</b>	Kunshan
<b>Mode of Internship:</b>	Physical
<b>Job Code:</b>	KS002

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**About the Employer:**

- In 2012, at the invitation of the Kunshan Municipal Government, Kangqiao established its first school, providing a continuous education system from kindergarten to middle school. It has since opened campuses in Xi'an Qujiang, Hefei, Taizhou, and Changshu. Committed to the vision of nurturing socially elite individuals with international competitiveness, Kangqiao aims to create a refined campus that integrates Eastern culture with Western thinking, offering a high-quality learning environment for students.
- The Middle School Division of Kunshan Kangqiao School encompasses grades 7 to 12. The school guides students in their course selection based on their aspirations and career planning, aiming to cultivate them into socially elite individuals with international competitiveness. The overarching goal of Kangqiao is for graduates to become outstanding elites. Throughout their learning journey, students are dedicated to achieving the five "GREAT" indicators: Global Participants, Responsible Citizens, Effective Communicators: Mastering persuasive communication skills, Active Achievers, True Critical and Creative Thinkers.

**Job Descriptions:**

- *Assist in completing human resources-related tasks, providing clear English information to foreign teachers.*
- *Assist in drafting and editing English documents and emails, ensuring clarity and professionalism.*
- *Support English meetings and utilize effective English communication skills.*
- *Provide translation services for foreign teachers and relevant departments to ensure the quality of communication.*
- *Facilitate English communication between teachers to ensure that all parties are well-informed and supported.*
- *Complete other tasks assigned by supervisors, demonstrating strong English communication skills throughout.*

**Job Requirements:**

- *Strong proficiency in English communication with foreign teachers.*
- *Candidates must be culturally sensitive and open-minded to work collaboratively with others.*
- *Good communication skills and ability to work under pressure.*
- *Proficient in computer operations and Microsoft Office software.*
- *Clear logical thinking.*

**Benefits:**

- *Strong proficiency in English communication with foreign teachers.*
- *Candidates must be culture sensitive and open-minded to work collaboratively with others.*
- *Good communication skills and ability to work under pressure.*
- *Proficient in computer operations and Microsoft Office software.*
- *Clear logical thinking.*

**Language(s) required:**

- Spoken English & Chinese, Written English & Chinese

**Working Hours:**

- 07:30-16:30, Monday - Friday / 8:00-17:00, Monday - Friday

**Dress Code:**

- Business Formal