



The Beijing Center

北京中国学中心

TITLE	Student Services Intern
APPLICABLE PERIOD	Until filled
GENERAL DESCRIPTION	<p>TBC is committed to providing care and support to students throughout their entire study experience with us, serving as their 'family' away from home. As educators in Jesuit higher education, we facilitate programs, services, and experiences that help to form and inspire our students to be global citizens and leaders in our increasingly globalized world. We are proud of the work that we do and the relationships that we form with our students, and we have no doubt that this is what sets us apart from other international higher education programs. The Student Service Intern plays a large part in facilitating cultural exchange as a bridge between students and the organization.</p>
DESIRED QUALIFICATIONS	<p>You should be an undergraduate or graduate student at university, preferably an English major and/or student of UIBE, and you will also need to have the following:</p> <ul style="list-style-type: none">• Desire to learn in a professional and multicultural setting and to be a team player participating in the collaborative process• Excellent customer service skills and work ethic demonstrating the ability to work closely with TBC students• Native or native-level Mandarin Chinese, well-developed written and oral English communication skills• Strong leadership, communication, and interpersonal skills• Be responsible, organized, and careful in managing information• Flexibility for night and weekend work if required during the busy time
POSITION RESPONSIBILITIES	<p>This position will have primary responsibility for the following:</p> <ul style="list-style-type: none">• Coordinate China visa applications and Resident Permits for Chinese study visa for international students• Plan and organize co-curricular activities for students, including but not limited to week-long orientation, weekend trips, monthly community meetings• Offer personal support to students and respond to their inquiries



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- Lead student housing arrangements, including housing inspection and maintenance, semester check-in and check-out, and all relevant housing issues
- Learn and utilize technologies including Salesforce, Formstack, Hubspot and the Outlook Office online filing system (no prior experience is required, and training provided)
- Oversee Student Service email account and respond to questions and inquiries in a timely manner
- Other administrative duties and special projects as assigned

FULL/PART TIME

Part Time; minimum weekly commitment: 24 hours

WORK LOCATION

TBC Office on 4th Floor Ning Yuan Building, UIBE campus, Beijing

REMUNERATION

Compensation commensurate with experience

ELIGIBILITY

Currently enrolled UIBE students preferred

HOW TO APPLY

Submit your resume/CV to tbcrecruitment@thebeijingcenter.org