



PROGRAM MANAGER (GLOBAL AFFAIRS OFFICE)
GUANGHUA SCHOOL OF MANAGEMENT, PEKING UNIVERSITY

JOB SUMMARY:

The incumbent will participate in the operations and daily management of Guanghua's international programs. Applicants must be able to complete assigned tasks independently but also demonstrate strong team spirit. Must proactively keep team members and supervisor informed of project status and updates. Specific responsibilities may include:

- Coordinate with key international partner universities to maintain existing relationships and cultivate new ones.
- Facilitate communication with international students and improve the quality of student life and services.
- Promote and market Guanghua's programs and events by authoring English-language press releases and creating English-language marketing materials.
- Participate in the planning of online and offline events, including topic selection and logistics.
- Assist with the international accreditation application process.
- Plan and carry out student recruitment activities.
- Generate ideas for new initiatives to raise Guanghua's international profile.
- Assist with other projects as assigned.

This position reports to Associate Director of the Global Affairs Office.

MINIMUM QUALIFICATIONS:

Applicants should possess a minimum of a bachelor's degree, and be outstanding in English and proficient in Chinese.

ADDITIONAL QUALIFICATIONS:

Direct experience working with students or managing international programs is strongly preferred, but those who can demonstrate through their past work or educational experience that they possess the following skills will also be considered competitive:

- A willingness to learn and the ability to process information quickly.
- Results-driven and detail-oriented with high standards of quality and the ability to complete assignments on time.
- Strong analytical skills, proactive in identifying potential challenges, and creative in identifying solutions.
- A team player who takes the initiative to assist others with their work when needed, can adapt to changing office priorities, and handle many different kinds of assignments.

- Cross-cultural sensitivity, able to operate seamlessly in different environments with people of all backgrounds and rank.
- Able to take on challenges and function in high-pressure environments.

WHY WORK WITH US?

- Peking University is one of the best universities in the world (#16 according to Times 2022), and Guanghua is among the top business schools in Asia.
- Guanghua leads research in business and economics of both national and international consequence and regularly hosts high-level forums and dialogues with executives and multi-national companies.
- Our partners include the leading business schools worldwide, giving you international exposure and experience working with people from a wide array of different backgrounds.
- We are highly experienced working with international staff, including the visa application process, and offer standard Insurance and Housing Fund benefits.
- We offer meal options for staff as well as access to the campus gym and world-class performances hosted on campus for discounted rates.

HOW TO APPLY?

To apply, please send a resume and a cover letter (optional) to hr@gsm.pku.edu.cn. Salary is commensurate with experience, and expectations should be supplied when you submit your application.

ABOUT THE GUANGHUA SCHOOL OF MANAGEMENT

The Guanghua School of Management is widely recognized as one of the premier business schools with multiple programs that routinely rank among the best in Asia. We attract approximately 400 international students every year to participate in our broad range of programs. Guanghua's preeminent faculty and students have played key roles in China's economic development, putting Guanghua in a unique position to bring the world to China and China to the world.