

Cambridge Eastern Education and Development Society (CEEDS)

Full-time/ part-time interns (6 – 12 months)

[About us]

Founded at the Cambridge University 800th anniversary, Cambridge Eastern Education and Development Society (CEEDS) is a non-profit society officially registered at the University of Cambridge. The society is mainly aimed at promoting education and culture exchange between UK and China and providing personal development opportunities from China-related businesses. In accordance with this mission, CEEDS has organized a series of events to serve the students and scholars in Cambridge. For more information please visit our website at www.cam-ceeds.org

[Role]

Enthusiastic and highly motivated individuals who are interested in gaining experience in China related cross-cultural communication, educational & cultural programmes and expanding their career scope with China are welcome to apply.

The part-time intern will be mainly responsible for running the society's routine work as the "General Secretary", including managing members of the society, organizing meetings and social events for the members, dealing with routine emails and documents, promoting and reporting society events. The working hours are between 15 – 20 hours/week and can be flexible around your schedule.

The full-time intern will be fully involved into society's China Programme Division in organising cross-cultural programmes and events, liaising with organisations and collaborators in China, facilitating other society members' work and setting up the longer term projects/plans for the society. Occasional trips to China may occur. The candidate is expected to work 4.5 days a week while having an afternoon off.

[Salary]

Monthly living and housing subsidy, depending on the working schedule (full time/half time)

[Location]

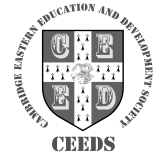
Cambridge

[Requirement]

For the nature of this position, the candidates are expected to have excellent communication and project management skills. Previous experience in cross-cultural activities, events organising and society committee positions would be a great advantage. Attention for details shall be in line with the vision for a bigger picture. Since the work involves a lot of communication with colleges and organisations in Cambridge, a good knowledge of the University and city would be highly sought after. The candidate shall have good written and verbal communication skills in both English and mandarin to facilitate cross-cultural work. Proficient in Microsoft Office

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Postal address: No. 7 Henslow House, 18 Long Road, Cambridge CB2 8PS, UK
Tel: +44(0)1223 411 364; Email: info@cam-ceeds.org; Website: www.cam-ceeds.org



(Word/Excel/Powerpoint), Photoshop and/or other graphic tools. Knowledge in website editing/designing is preferred

[Number of vacancies]

1-2

[Start date]

Immediately or negotiable

[Vacancy type]

Full-time/part-time

[Further details]

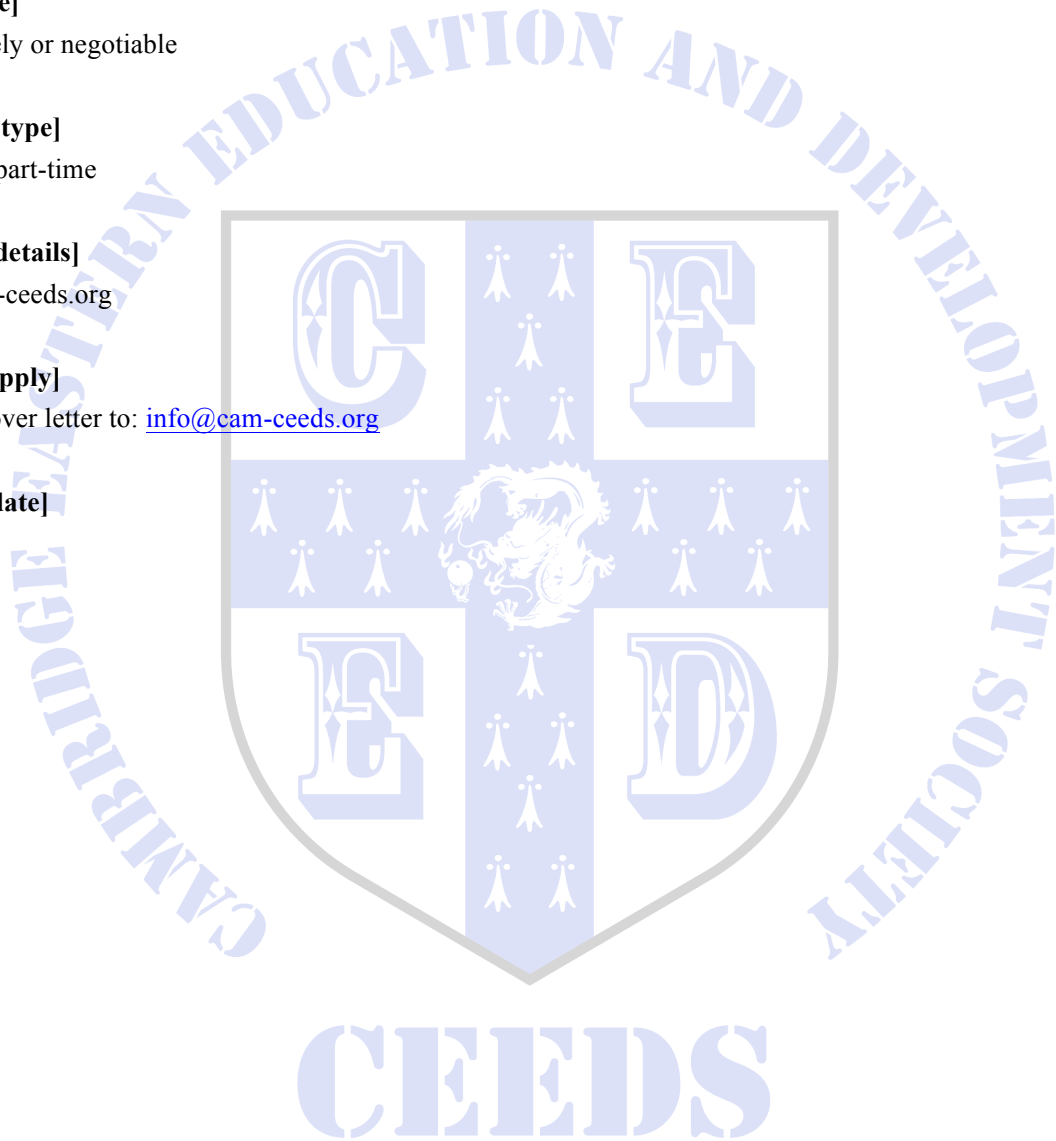
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[How to apply]

CV and cover letter to: info@cam-ceeds.org

[Closing date]

on-going



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