



北 京 大 学  
博 古 睿 研 究 中 心  
五 周 年  
Berggruen Research Center  
Peking University  
5<sup>th</sup> Anniversary

## The *Berggruen Intern* Program (2023-2024) Call for Applications

**What We Do:** [The Berggruen Institute](#) was established in 2010 and works across cultures, disciplines, and political boundaries, engaging leading thinkers to develop and promote long-term answers to the biggest challenges of the 21st Century. The Institute hosts reports and activities within the research themes of [Future Humans](#), [The Planetary](#), [The Future of Democracy](#), [The Future of Capitalism](#), and [Antikythera](#).

[The Berggruen China Center](#) is a hub for East-West, cross-cultural, and interdisciplinary research and dialogue on transformations affecting humanity. With a future-oriented perspective, intellectual themes are focused on Frontier Science, Technology, and Philosophy; Creative Futures; and Ancient Wisdom and Planetary Governance. The Center was launched in December 2018, and it funds a fellowship program, hosts program activities such as closed-door roundtable conference, symposia, and other public events, along with produces multi-media outreach programs.

The 2023-2024 *Berggruen Intern* program runs from July 1, 2023, to June 30, 2024.

### What you can gain from working with us:

- Opportunities to work closely with world-leading researchers in the fields of artificial intelligence, biotechnology, ethics, as well as architects of new international relations theories.
- Opportunities to work closely with a dynamic team that is engaged with not only academic communities, but also industry stakeholders.
- Opportunities to leave your footprint on the Center's communication materials and research programs.
- A variety of team building activities for interns and a team that supports your professional development.
- A monthly stipend of about 1200 CNY based on attendance (30 CNY per hour).

Please email your cover letter and resume to [chinacenter@berggruen.org](mailto:chinacenter@berggruen.org) before **June 9, 2023**. Please clarify your intended position in the email subject line.



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*The Berggruen Research Center at Peking University is a proud equal opportunities workplace. We firmly believe employing a diverse workforce is important regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, or gender identity. We make recruiting decisions based on your experience and skills.*

**Position: Program Assistant**

**Scope of Work:** Facilitate in designing, coordinating, and improving the Center's programs from planning to implementation.

- Assist the program coordinators in preparing the text materials for programs and events, including proofreading text materials.
  - Provide support for events.
  - Compose event summaries for the use of Berggruen Institute's website as well as printed materials.
  - Support the Center Director in carrying out her research programs.
- 1) You will be asked to assist in preparing, proofreading, and allocating research resources.
  - 2) Other tasks that are related to programming and communications.

**We hope you:**

- Are proactive, capable of multi-tasking, and can solve problems independently.
- Have proficient computer skills (Microsoft Office skills are mandatory), interpersonal skills, and experience working in a team environment.
- Have a very good command of academic training, and strong writing skills in both Chinese and English
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- Have a broad range of academic interests and strong curiosity for various topics under the Center's research themes.
- Are either in your third or fourth year of a bachelor's degree program or in your master's degree program.

**Position: Communications Assistant**

**Scope of Work:** Assist the Communications team to develop high-quality, multi-channel communications campaigns to build brand awareness of the Berggruen China Center.

- Create effective communications materials, including short video clips, quote cards, and others.



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- Manage the Center's accounts on multiple social media platforms and its community, including WeChat, Weibo, Bilibili, and the Center's website.
- Analyze the Center's social media outreach and prepare monthly/quarterly reports.
- Translate and proofread social media content.
- Liaise with Berggruen Institute's Los Angeles-based social media team, sharing ideas and content.
- Other tasks related to the Center's teamwork and cooperation.

### **We hope you:**

- Have excellent communication skills in both Chinese and English, preferably a native Chinese speaker.
- Are familiar with and can share a strong interest in social media and community management.
- Have proficient computer skills, including Adobe Creative Suite: Ps, Ai, Pr, exceptional interpersonal skills, and experience working in a team environment.
- Capable of working independently and thrive on bringing creativity to the workplace.
- Are a team player.
- Major in communications, journalism, or fields related to the Center's program activities.
- Experience in operating social media accounts and/or managing digital platforms would be a plus.

### **Position: Chinese Content Assistant**

#### **Scope of Work:**

- Edit and proofread Chinese manuscripts and translated materials from English to Chinese.
- Assist with [cuilingMAG](#)'s website and WeChat account, as well as other Berggruen China Center online platforms, social media channels, and publications.
- Research on [NOËMA](#)'s content. *NOËMA* is a magazine published by Berggruen Institute that explores the transformations sweeping our world.

### **We hope you:**

- Are a native Chinese speaker.
- Have excellent writing and communications skills in both Chinese and English.



- Exceptional ability to integrate information.
- Have strong creative thinking and imagination abilities.
- Diligence, patience, and punctuality are our most valued working attributes.

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