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Q12.

The Duke-UNC China Leadership Summit is an annual student-run conference organized by Duke University and the University of North Carolina at Chapel Hill. We invite leading experts to speak on topics of importance to Sino-American relations and create a platform for students from across the United States and all over the world to exchange perspectives, connect with speakers, and network with one another. In April 2017, CLS brought together 100 student delegates from over 30 universities across the world to hear from leading experts such as Dr. Joseph Nye, professor at the Harvard Kennedy School, Amb. David Shinn, leading researcher of China-Africa relations, and Kaiser Kuo, co-founder of China's first rock band and former executive at Baidu.

Now in its eighth year, the Duke-UNC China Leadership Summit is looking for new student leaders for its Duke and UNC Executive Teams to take the 2018 conference to even greater heights. Each team will have its own set of positions. By joining the CLS leadership team, you will join a close-knit network of China enthusiasts whose ranks include Marshall Scholars, NBER researchers, Schwarzman Scholars, and Beijing correspondents for The New York Times, all of whom have taken pride in growing CLS over the years. This is a great opportunity to gain valuable leadership skills, teamwork experience, and network with other accomplished students in the China and international relations field.

Prospective CLS Team Members should: be good at communicating and being responsive to email,

enjoy working in teams, and be willing to commit 1-4 hours a week (depending on role) and up to 8 hours a week in the month leading up to the conference. Below is a description of the available leadership positions, followed by the application instructions. We will contact selected applicants for interviews.

Applications are due by Friday, May 12th 2017 at 11:59 pm!

Descriptions.

Position Description:

Director and Associate Director:

The Director and Associate Director work together to oversee all aspects of the conference. They curate the lineup of speakers and communicate directly with leading U.S.-China experts to bring them to the conference. They decide the overall direction of the conference (theme, programming, etc.). They oversee the other team committees to coordinate fundraising, marketing, logistics and delegate selection. They maintain relationships with institutions like Phillips Ambassador and Duke Kunshan University, as well as the CLS advisory board. The Director/Associate Director must have excellent written and oral communication skills.

Fundraising/Finance Chair:

The Fundraising/Finance Chair work on procuring the ~$30,000 required to run the conference each year. This includes negotiating department sponsorships, outside sponsorships and private donations, and applying for grants. The Fundraising/Finance Chair must be excellent at communicating and building relationships with CLS supporters.

Publicity and Outreach Chair:

The Publicity and Outreach Chair conduct publicity and outreach for the conference, promoting CLS on the Duke and UNC campuses as well as to universities across the U.S. and China. They conduct the crucial job of growing CLS' reputation abroad and attracting the most promising delegates to the conference. Responsibilities include holding info sessions on campus, posting engaging social media and website content, and reaching out to relevant departments at Duke/UNC and other institutions.

Logistics Chair:

The Logistics Chair manages the nuts and bolts of conference, scrounging the best grub and buses for the best price possible. Logistics arranges housing, meals, and transportation for delegates and speakers, and secures the conference venues. The Logistics Chair maintains relationships with partner hotels, restaurants, and venues.

Q1. What position are you applying for (please rank your preferences; 1 = most preferred)?

Director

Associate Director

Fundraising/Finance Chair

Publicity and Outreach Chair

Logistics Chair

Q2.

[*For your top-choice position only*]

Why are you applying to this position? Why will you excel in this position? What qualifications, skills, and experiences will allow you to succeed in this position? (350 words)

Q3.

If you have attended the conference before, what suggestions do you have for improvements to the existing CLS programming? If you have not attended the conference before, please look at the schedule and suggest improvements. (200 words)

Q4. Describe a time when you worked in a team. How did you overcome difficulties to achieve your goals? (150 words)

Q5.
[*Director and Associate Director applicants only, otherwise optional*]

Pitch a theme and core speakers for CLS 2018. What logistical problems might you face in inviting those speakers and how would you resolve that? (300 words)

Q17. More on the next page!

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Q11.
Upload your resume **in PDF form.**

Q19. Click the bottom red button to finish the application!

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