



## Job Description – Associate, Compliance & Risks Management

Department: **Compliance & Risks Management**

Reports to: **Director of Compliance & Risks Management**

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### **Position Summary**

This role requires a professional with compliance exposure as to provide assistance in providing and executing internal advice on compliance issues and corrective actions and investigation skills and acumen to objectively gather and analyze facts to ensure the activities of NYU Shanghai and its employees are compliant with applicable laws, regulations and NYU Shanghai policies. The role will also include coordination with NYU compliance team in New York and Abu Dhabi and will report directly to the Director of Compliance and Risks Management of NYU Shanghai.

### **Responsibilities**

- Assist to provide and execute compliance plans/initiatives to ensure that operations of NYU Shanghai comply with the relevant NYU/NYU Shanghai policies, PRC laws and regulations and/or applicable US laws and regulations.
- Conduct compliance review on all relevant procedures and documents (including contracts).
- Assist to execute investigation and prepare investigation report to ensure that the thorough investigation of alleged violations of the NYU Shanghai policies/ethics, laws and regulations pertains to NYU Shanghai operations.
- Execute training program and assist to provide training in connection with all NYU Shanghai policies and other compliance matters.
- Conduct and complete other matters assigned by the Director of Compliance and Risks Management.

### **Qualification**

- **Required Education**

Bachelor degree or above, majoring in law is highly preferred.

- **Required Experience**

At least 2-3 years of working experience in legal or compliance from law firms or multinational companies or government agencies.

- **Required Knowledge, Skills, and Abilities**

- Language: Fluent in both English and Chinese.
- Sound judgment and initiatives including the ability to handle sensitive matters and make timely executions.
- Working independently and under pressure, mature, good communication skills, good judgment, objective and good analytical thinking.

Please go to: <http://shanghai.nyu.edu/about/work/staff-position> for position details and submit your online application.

In case of inquiries, please send email to [shanghai.hr.recruit@nyu.edu](mailto:shanghai.hr.recruit@nyu.edu).