Job Description – Intern, Campus & Facilities

Department: Campus & Facilities

Reports to: Senior Associate, Campus and Facilities

Position Summary

The Campus & Department Intern will be responsible for supporting the full operations of Mailroom, department hotline and emails as well as assignments/tasks from team members such as translation, office supplies purchase and paper work.

Responsibilities

• Properly respond to inquiries through emails or hotline.
• Implement Facilities Working Order Tracking Form and Building Walk-through List on a daily basis.
• Run the Pudong Campus Mailroom of NYU Shanghai.
• Administrative support to department operation.

Qualification

• Required Education
  Bachelor’s Degree or above.

• Required Knowledge, Skills, and Abilities
  - Commitment to at least 2 full days per week;
  - Fluent in both written and spoken English, and Mandarin;
  - Attention to details and strong interpersonal and communication skills to work in cross-cultural environment;
  - Proficiency in using computers, excel and word.