NYU Shanghai

NYU Shanghai is a comprehensive research university that offers a four-year liberal arts undergraduate education dedicated both to world class research and to the teaching of the knowledge, skills, and virtues needed across the cultural landscape of our twenty-first century world. Because NYU Shanghai enjoys a double identity as a Chinese university and one of New York University’s three degree granting campuses (along with New York City and Abu Dhabi), all our students earn, upon graduation, an NYU degree and a Chinese diploma. NYU Shanghai is at the forefront of a new breed of global higher education institutions.

Career Development Center

As part of the NYU Shanghai Student Life department, the Career Development Center (CDC) provides comprehensive career guidance to our entire student body from freshman to senior year. Our team is a hard-working and fun-loving group of professionals who care about fostering a collaborative work environment. We welcome you to apply if the position fits what you are looking for! Please read more about our center here.

Team members of the CDC receive a range of professional development (PD) opportunities. Our office organizes PD sessions to ensure that we are expanding our knowledge on counseling and job market data and techniques. Everyone is encouraged to attend and present their work at regional and/or international conferences that provide valuable skill training and employer networking. Examples of professional organization membership can include National Association of Colleges and Employers (NACE) and Asia Pacific Career Development Association (APCDA). In addition, the NYU Shanghai campus is a vibrant community where staff are provided with continuous learning opportunities such as software skill workshops, health and wellness training and recreational programs.

Position Summary

The Associate will play a crucial role primarily in supporting Employer Relations in terms of marketing, event planning and on campus recruitment for the NYU Shanghai Career
Development Center. S/he will liaise with Chinese and international employers to set up strong relations with the university for internships, on-campus recruitment, and ultimately full-time employment upon graduation. S/he will also work closely with different departments of NYU Shanghai in supporting the overall functions of the center, specifically administration and coordination of On Campus Recruitment and Chinese National Student Senior Support Process. S/he will report directly to the Assistant Director of the CDC who leads Employer Relations.

**Desired Applicant**

- Career interest in employer relations, career coaching, university recruitment, higher education and events planning
- Leadership experience in university or 1-2 years professional work experience would be a plus
- Written and spoken fluency in both Mandarin Chinese and English
- Experience and confidence in communicating (email, phone, in person) with executives and global professionals
- Extremely detail oriented, ability to multi-task and handle complex schedules and deliverables. Team oriented and positive attitude is essential
- Soft skills are equally important. Emotional intelligence will be necessary to communicate effectively, negotiate conflict and handle confidential information with maturity and a solutions-oriented attitude.

**Responsibilities**

**On-Campus Recruitment/Employer Relations:** 40%
- Work closely with HR from companies from various industries to make arrangements for special events and recruitment/orientation seminars;
- Serve as source of information to students on policies, procedures, and recruitment schedules, and provide other basic information;
- Conduct job development of different industries and develop potential internship programs.

**Chinese National Student Senior Support Process** 20%
- Organize all scheduling, documentation and administrative aspects of preparing Chinese National student body to graduate with the proper CDC approved certification;
- Work closely with Registrar, Student Mobility, Shanghai Student Service Center and ECNU in terms of data reporting, three party agreement and Hukou related issues.
Manage CDC Student Workers and Leadership Interns 20%

- Manage Student Workers: Supervisor CDC student workers including arranging trainings, supervising their process of different projects, conducting weekly check-in meetings and evaluating their performance. Assist with hiring new student.

Administrative Duties: 20%

- Office Supplies: Manage and oversee Staple Service online order system;
- Office Financials: Manage Career Development Office Financials by using Workday;
- Event Support: Assist in experiential learning program in terms of Career Bootcamp, internship fair, company visit, lunch lecture, panel talk and networking event. Maintain relationship with the vendors.

Application Instructions
Please submit your online application via http://shanghai.nyu.edu/about/work/staff-positions and make sure that both an English resume and cover letter stating your interest in the position are uploaded.

Should you have any general inquiries about the application and recruiting process, please contact our recruiting team at shanghai.hr.recruit@nyu.edu. For additional questions regarding the position, please contact our Career Development Center at shanghai.careerdevelopment@nyu.edu.