Job Description – Chinese Writer

Department: Public Affairs
Reports to: Director of Public Affairs

Position Summary
The Chinese Writer is responsible for creating, editing and proofreading the Chinese content in all activities held by Public Affairs.

Responsibilities

• Develop copy for announcements, publications, speeches and marketing materials;
• Write a wide variety of communications for print, TV, radio, and the Internet;
• Write university literature and presentations, speeches and other forms of communication;
• Other writing jobs if necessary.

Qualification

• Required Education
  Minimum bachelor’s degree

• Required Experience
  o At least 5 years of work experience in writing or other equivalent work in the media or public relations area or corporate communications related functions.

• Required Knowledge, Skills, and Abilities
  o Excellent writing and editorial skills in Chinese;
  o Good English writing skills preferred;
  o Excellent insight and creativity;
  o Sound knowledge and understanding of higher education system;
  o Ability to deliver results under pressure.

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