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 career counselor is essentially a professional coach for students. You will advise students in analyzing their interests and skills, and developing career goals for job or graduate school. In
addition, you will lead assessment and marketing strategy for the department. There is ample opportunity to manage other team members. The career counselor will report directly to the Assistant Director of the CDC who leads Student Development.

**Desired Applicant**

- Several years of experience in career services or university recruitment
- Relevant master’s degree would be ideal but more importantly you are confident and enjoy career counseling
- Worked or attended graduate school away from your home country
- Fluent in English and proficient in Mandarin
- Knowledge or ability to quickly ramp up on assessment and marketing
- Emotional intelligence will be necessary to communicate effectively, negotiate conflict and handle confidential information with maturity and a solutions-oriented attitude
- We are a start-up university so creative, resourceful and passionate candidates will thrive

**Responsibilities**

**Career Counseling** 60%

- Advising: Provide students with professional, individualized career guidance and support. Advising topics include resume and cover letter writing, choosing a major & career, self-assessment, interviewing skills and exploring internship opportunities
- Pre-Professional/Graduate School: Refer students to appropriate resources for pursuing higher education. Develop connections with Academics, Faculty and other departments to support their graduate school preparation and applications
- Career Assessments: Develop and maintain an assessment tool program for students who need additional guidance in identifying appropriate career options
- Career Resources: Review, develop and promote print and online resources including industry guides, grad school guides, salary guides and online tools
- Workshops: Train global academic fellows to host career workshops and seminars to enhance student understanding of career path, career related skills and industry-specific job search information and processes
- Meet with relevant academic staff to talk about experiential learning and related projects

**Assessment** 20%

- Track event attendance, counseling appointments, communication, marketing, surveys, and all other feedback from students, employers and stakeholders.
• Utilize NYU Shanghai online platforms to gather and create reports for the overall usage of the center
• Gather best practices and assessment processes to implement when developing an overall audit of career-related activities
• Spearhead graduation survey requirements

Communication Strategy Marketing 20%

• Work closely with colleagues to develop marketing strategy and compose content for promoting CDC to students and other potential audiences
• Formats include social media, print materials, website maintenance, digital campaigns, etc. Knowledge and experience with using various platforms include CareerNet, OrgSync, WeChat, Facebook, will be critical

Other Responsibilities
The manager will also support important areas such as job development, internship programs, and supervision of Global Academic Fellows.

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.