Job Description – English Writer

Department: Public Affairs
Reports to: Director of Public Affairs

Position Summary

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

Responsibilities

- Draft announcements, publications, speeches, 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
  - 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
  - Excellent writing and editorial skills in English;
  - Good understanding of Chinese language preferred;
  - Excellent insight and creativity;
  - Sound knowledge and understanding of higher education system;
  - Ability to deliver results under pressure.

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