



## Job Description – Associate, Career Development Center / 学生职业发展中心助理

**Department: Student Life**

**Reports to: Assistant Director of Career Development**

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### **Position Summary**

The Associate, Career Development Center (CDC) will report directly to the Assistant Director of Career Development. The NYU Shanghai Career Development Center is responsible for providing students support and resources as they shape their career goals and plans. The center provides workshops, career counseling, specialized events, internship opportunities and oversees the student employment program. This position plays a crucial role in supporting the overall functions of the center, specifically administration and coordination of On Campus Recruitment and Chinese National Student Senior Support Process.

### **Responsibilities**

#### **On-Campus Recruitment:**

**30%**

- Make arrangements for special events and recruitment/orientation seminars: draft and distribute invitations, announcements and various materials; monitor responses; arrange for space, catering, and equipment.
- Serve as source of information to students on policies, procedures, recruitment schedules, and provide other basic information. Respond to inquiries; follow up to confirm appointments, change or cancel schedules/dates, and mail requested materials; resolve routine problems; consult with supervisor or others as needed on more complex issues.
- Assist with preparation of publicity/recruitment materials: compile information to be included; draft, edit and design layout; type, copy, edit and proofread materials for clarity and grammar; arrange for printing and distribution of materials; ensure timely delivery of materials; keep staff informed of printing and delivery deadlines.
- Coordinate resume collections: compile resumes into resume books and forward resumes to employers; draft announcements, notify students of prospective employers; ensure employers receive students' resumes in a timely manner; inform employers of student availability.

#### **Chinese National Student Senior Support Process**

**30%**

- Organize all scheduling, documentation and administrative aspects of preparing Chinese National student body to graduate with 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: supervise CDC student workers including arranging trainings, supervising different projects, conducting weekly check-in meetings and evaluating their performance. Assist with hiring new student workers.

**Administrative Duties:**

**20%**

- Office Supplies: Manage and oversee online ordering.
- Office Financials: Manage CDC budget and tracking by using Workday.
- Event Support: Assist logistics of events such as Career Boot Camp, internship fair, company visit, lunch lecture, panel talk and networking event. Maintain relationship with the vendors.
- Other clerical duties: photocopy and fax materials; process forms; maintain office files and records; pick up/ deliver mail and materials, etc.

**Qualification**

- **Required Education**

Bachelor's degree and above.

- **Required Experience**

1-2 years professional work experience preferred.

- **Required Knowledge, Skills, and Abilities**

- Written and spoken fluency in both Mandarin Chinese and English.
- Extremely detail oriented, ability to multi-task and handle complex schedules and deliverables.
- Experience and confidence in communicating (email, phone, in person) with executives and global professionals.
- Career interest in employer relations, career counseling, university recruitment and/or higher education.
- Team oriented and positive attitude is essential.