Job Description – Technology Management Fellowship

Department: Academic Technology Services
Reports to: Director for Academic Technology Services

Fellowship Summary

The NYU Shanghai Technology Management Fellowship (TMF) is a 10-month professional development opportunity for recent graduates at NYU Shanghai.

The TMF is intended for high-achieving graduates from a variety of disciplines with an interest in technology project management and educational technology administration.

The TMF offers an opportunity to play a critical operational role in innovative educational technology initiatives in a unique cross-cultural and cross-campus environment.

The fellowship may be renewed for up to an additional 10 months, at the discretion of NYU Shanghai.

What is NYU Shanghai?

NYU Shanghai is the third degree-granting campus within the global NYU network, joining campuses in Abu Dhabi and New York City.

NYU Shanghai is a joint Sino-US university formed through a partnership between East China Normal University and NYU. NYU Shanghai is also the first Sino-US joint university approved by the Ministry of Education of the People’s Republic of China with independent legal person status.

With its 2013 inaugural undergraduate class hailing from all over the world, NYU Shanghai combines the best of Chinese and American education, creating a new higher-education model for its talented students against the backdrop of globalization.

Adopting a liberal arts curriculum with English as the language of instruction, NYU Shanghai students spend their first two years on core liberal arts courses and select an academic specialization for deeper exploration and research in their third and fourth years.

During their undergraduate studies, students have the opportunity to spend one to three semesters studying abroad as part of the University’s efforts to create a cross-cultural learning environment that will help students become global citizens.
**Who is the ideal Technology Management Fellow?**

TMFs have exceptional attention to detail, and possess superlative coordination and communication skills, plus an enthusiasm for improving teaching and learning outcomes.

TMFs are able to juggle multiple technology projects, communicate with multiple stakeholders and coordinate activities across campuses separated by geography, culture and time zones.

TMFs are able to develop, maintain and share complex project timelines with senior university leadership, administrative staff and faculty. Verbally and in writing.

TMFs have a dedication to working with faculty, staff and students, and possess superior cross-cultural communication and collaboration skills.

TMFs are flexible, creative, self-starting and self-motivated.

**What do Technology Management Fellows do?**

In collaboration with NYU Shanghai administrators, instructional support staff and faculty, TMFs deliver innovative educational technology projects and courses on-time, meeting start-of-term deadlines.

TMFs also identify and implement business process requirements necessary for the ongoing development and support of remote and local educational technology initiatives, to include distance professional education within China.

**Required Qualifications**

Fellows must be eligible for an appropriate visa and employment in accordance with Chinese law. However, eligibility is NOT required before submitting an application for a fellowship.

**Required Education**

Graduate degree in Higher Education Management, Technology Management, or a related field.

**Required Skills, Experience and Abilities**

An exceptional and robust set of productivity skills, to include Excel, Word and PowerPoint, time management and detailed organization.

Experience coordinating and completing complex technical projects in a distributed team environment.

Familiarity with some or all of the following: technology support, customer management, web development, distance collaboration tools, project management methodology, higher education administration and budget tracking.

A creative, patient and flexible approach to problem-solving and collaborative work with faculty, students and administrators.
Clear verbal and written communication and coordination with senior university leadership, faculty and administrators from a range of cultures, and located in New York, Shanghai, Abu Dhabi and other global locations.

An ability to research, develop and implement formal and ad hoc project management strategies effectively and quickly.

**How do I apply for a Fellowship?**

The application consists of a statement of interest, a resume/CV, three references reflecting your recent academic and work experience, and evidence of your writing, presentation and analytical skills. Past essays, published papers, theses, analytical projects, graphical presentations, etc. are all acceptable.

Submit your materials to nyush-techfellows@nyu.edu. Only complete applications will be considered.

**What is the application deadline? When does the Fellowship begin?**

Applications to the TMF are accepted on a rolling basis. Fellowships also begin on a rolling basis, according to the needs of the program.

**Is this a paid Fellowship?**

The fellowship offers support for housing/living expenses, plus a stipend.