



Job Description – Associate, Admissions (Chinese Admissions)

Department: Admissions

**Reports to: Assistant Dean
of Admissions**

Responsibilities

- Maintain good communication with Chinese high schools; keep track of the developments of Chinese high schools and students; provide necessary counseling and assistance for Chinese students applying to NYU Shanghai
- Assist with the plan and execution of marketing materials
- Host NYU Shanghai information sessions targeted at high school teachers, prospective students, and their parents
- Assist with the Candidate Events and other relevant responsibilities

Qualification

- **Required Education**
 - Minimum Bachelor's Degree obtained from a Chinese university; Master's Degree preferred
- **Required Experience**
 - Previous working experience in higher education institutions preferred
- **Required Knowledge, Skills, and Abilities**
 - Excellent language skills in both English and Chinese; strong communication skills
 - Strong sense of responsibility; good organizing and coordinating abilities; strong teamwork spirit

- Good adaptability to frequent business travels

Please go to: <http://shanghai.nyu.edu/about/work/staff-position> for position details and submit your online application.

In case of inquiries, please send email to shanghai.hr.recruit@nyu.edu.