



Job Description – Associate for Graduate and Special Programs

Department: Office of Graduate and Special Programs

Report to: Assistant Dean of Graduate and Special programs

Position Summary

The successful candidate will be responsible for supporting the various affairs of the Office of Graduate and Special Programs (OGSP), which oversees the development and implementation of programs related to master's education, doctoral education, executive education, and other closely related non-degree programs at NYU Shanghai. The successful candidate will join the university during a time of significant anticipated growth in the OGSP and will have the opportunity to contribute in an impactful way to NYU Shanghai's continued effort to become a leader in Chinese and international higher education.

Responsibilities

- Support the ongoing, day-to-day operation of existing and future OGSP programs, which may include helping to organize events related to admissions/recruitment, student orientations, student life, and academic activities as well as developing promotional OGSP materials
- Serve as on-ground liaison and support for occasional short-term "special" courses or programs offered at NYU Shanghai by NYU schools in New York
- Act as a primary point-of-contact for students to the OGSP
- Contribute to the development and enhancement of academic and professional resources for OGSP students
- Coordinate with relevant departments and schools, whether in New York or in Shanghai, to ensure effective and smooth program implementation
- Assist with booking travel, completing expense reports, filing, and making other related reservations or logistical arrangements necessary to support OGSP programs
- At all times be familiar and act in accordance with university and OGSP policies
- Other related responsibilities as may from time to time be assigned by the Assistant Dean of Graduate and Special Programs

Qualification

Required Education:

- Bachelor's Degree, Master's Degree preferred.
- Study abroad experience highly valued.

Required Experience:

- Minimum of two years working experience in project management or coordination in an English-language setting.
- Working experience in international education sector highly valued.

Required Knowledge, Skills, and Abilities:

- Proficiency in English required, with excellent speaking, writing, proofreading, and editing skills.
- Detail-oriented with high personal integrity.
- Demonstrated ability to understand and support institutional values while also thinking creatively about institutional problem-solving.
- Demonstrated ability to work collaboratively and independently in a cross-cultural environment, developing effective relationships with both internal and external stakeholders to implement programs successfully.
- Demonstrated ability to multi-task, work under pressure, and meet deadlines.
- Proficiency in Microsoft Applications, Google Docs/Apps, other database applications and Internet research.
- Working knowledge of web and social media tools highly valued. Working knowledge of Adobe Photoshop and/or comparable design software highly valued.
- Knowledge of public relations and marketing/design best practices highly valued.