



## RESEARCH PROJECT MANAGER

### POSITION SUMMARY

The Institute for Global History, Economy and Culture is recruiting an Institute-based Research Project manager. *This is a postdoctoral-level, 2-year renewable appointment.*

The Institute sponsors a number of research projects and requires the management of respective team, tasks, funding and outreach activities.

The Project Manager will spend approximately 75% effort in supporting the Zaanheh project (see below) and 25% other Institute assignment (including translation work).

*Zaanheh: A Natural History of Shanghai* is looking to hire a Project Manager to organize and develop the project in its initial stages. The Zaanheh Project, guided by faculty at NYU Shanghai in consultation with Eric Sanderson, takes inspiration from *Mannahatta*. Its aim is to discover the ecological history of Shanghai so as to participate in the ongoing re-imagination of the future metropolis.

This position will manage key administrative operations to ensure the efficient performance of the project and its goals. In particular, the Project Manager will be tasked with:

#### **Project Organization**

The Project Manager will ensure the organization of tasks and assignments for a team of about 12 faculty and staff by setting agendas and scheduling Bi-Weekly meetings for follow-ups. Project Manager will also be asked to organize 1-2 events per year.

#### **Data Collection Management**

The Project Manager will establish a system to organize, verify, and implement findings achieved by faculty and scholars. Proficiency in Zotero required; knowledge of how to manage big data and use other systems, such as ARCGIS, collection systems is helpful.

#### **Manage Budget**

The Project Manager will oversee the project budget by monitoring account spending, processing purchase orders and reimbursements, and maintaining other general project finances, as needed.

### **Manage Grant Writing Projects**

The Project Manager will assist faculty and staff members by researching potential grant opportunities, collecting and organizing grant application materials, performing other relevant tasks, as needed.

### **Website Management**

The Project Manager must have a demonstrated knowledge of website management (in particular WordPress—other web management platforms is helpful) and will be charged with consistently updating the Zaanheh website.

### **Meeting Scheduling and Institutional Outreach**

The Project Manager will set meetings and follow-up appointments with collaborating scholars in China and international sites.

## **QUALIFICATIONS**

Successful candidates will demonstrate strong organizational and project management skills. Must have the ability to work and communicate with diverse internal and external stakeholders in individual and group settings. Must have excellent written and verbal communication skills. A demonstrated strong proficiency with word processing, spreadsheet and presentation applications and with various social media platforms, is required.

### **Education**

Doctoral degree required (candidates with Master's Degree will be considered if they can demonstrate exceptional experiences and competency).

### **Experience**

2-3 years' experience managing operations and unit members within a department; Experience in a University or Higher Education setting preferred

### **Skills, Knowledge, Abilities**

- Must have knowledge of Zotero and WordPress; Knowledge of other data and website management programs preferred
- Must have bilingual proficiency in English and Mandarin Chinese; Proficiency in Classical literary Chinese preferred

## **APPLICATION INSTRUCTIONS**

To apply, applicants should email their CV and Cover Letter to [shanghai.research@nyu.edu](mailto:shanghai.research@nyu.edu).