



Job Description – Admin Intern

Department: Career Development Center Reports to: Career Development Center

Position Summary

The NYU Shanghai Career Development Center aims to provide comprehensive career guidance to our diverse student body. We are committed to providing the highest quality, personalized career development programs and services that empower NYU Shanghai students to compete successfully in a global context. The admin intern is mainly responsible to support Career Development Center events and office administration work.

Responsibilities:

- Supporting big events such as on-campus job fair, career fair, networking events, seminars, lunch lectures, panel talks and workshops logistically.
- Helping with marketing and branding by taking photos and videos.
- Maintaining and Updating news, photos and videos on social media, such as NYU Shanghai website and OrgSync.
- Conducting research and collecting data about career related information, such as campus recruitment deadlines, industry news and so on.
- Managing office and conference room. Maintaining stationery and equipment.
- Assisting with administrative tasks such as daily copying, printing, newsletters writing.
- Organizing and storing paperwork, documents and computer-based information.
- Supporting office administration such as purchasing, payment process document, copying, etc.

Qualifications:

- Bachelor or Master's degree students, excellent leadership preferred.
- Proficient in both written and spoken English and Mandarin.
- Good at graphic designing and event planning is a plus.
- Good interpersonal and communication skills to work in an international and cross-cultural environment.
- Good problem solving skills and good time management skills.
- High professional integrity, honesty and trust.
- Well organized, diplomatic, details and service oriented.
- At least two days a week.

Benefits

- Chance of learning career related knowledge to enhance personal development.
- Experience of working in an international environment.
- Helpful and supportive colleagues.