



Job Description – Associate of Teaching and Academic Activities/教学与学术事务助理

Department:
Business

Reports to:
Dean of Business

Position Summary

This Associate of Teaching and Academic Activities is a unique position designed for graduated students and young professionals who have recently completed their academic study programs. The role entails a combination of teaching and other academic support responsibilities. It is a great opportunity to cultivate teaching, leadership, project management and teamwork skills.

Candidates must be excellent in English and should have received high distinction during their college and/or early professional careers. We also value evidence of initiative, judgment and skill working with people from different cultures.

Responsibilities

S/he will work for both NYU Shanghai Business and NYU Shanghai Center for Business Education and Research (CBER) with the following responsibilities:

- Provide teaching support in Business, including offering office hours, conducting help sections or recitations sections, grading homework and exams, leading group discussions, etc.
- Help on developing business cases for teaching purpose under the supervision of Business.
- Help with the logistics of academic activities in Business and CBER, including seminars, talk series, forums and conferences, etc.
- Assisting research activities at the Joint Research Lab of CBER and China UnionPay Advisor.
- Assisting the logistics of other academic tasks at Business and CBER, such as the NYU Shanghai Business Honors Program, university-wide training workshops, other possible projects and programs required by NYU Stern's operation in Shanghai, etc.
- Assisting administrative tasks related to the launch and operations of the joint MS programs between NYU Shanghai and NYU Stern.

Qualification

Required Education

- Master's degree or above, majors in Business, Economics, Statistics, Finance or Data Analytics related areas are preferred
- Excellent academic record

Required Experience

- Knowledge and experience with higher education and multicultural work environment
- Previous tutoring or teaching experience preferred

Required Knowledge, Skills, and Abilities

- Excellent in English and fluent in Mandarin preferred
- Strong communication and writing skills
- Excellent interpersonal and organizational skills
- Advanced PC and/or Mac skills (including advanced Excel, PowerPoint, database applications and Internet research skills)
- Webpage and content management
- Capable of developing effective relationships with faculty, students, academic administrators and external visitors or parties to deliver course and events successfully
- Demonstrated ability to prioritize, work under pressure, and meet deadlines