



Job Description – Faculty Recruitment Coordinator

Department: Office of Faculty Affairs

Reports to:

**Assistant Director of Faculty Affairs,
Senior Advisor to the Senior Vice Provost**

Position Summary

Directly supports the Department head of the Office of Faculty Affairs (OFA) with office administrative duties included but not limited to: electronic filing, running reports, data auditing, financial analytics, faculty onboarding coordination/outreach and serves as the lead head in organizing Faculty Orientations in each semester.

Liases with the Office of Global Faculty Development (OGFD) in New York to organize and run the finalist and other target of opportunity hire visits at NYU Shanghai. Acts as the organizational and lead head in the recruitment visits that occur in Shanghai.

This position also supports the Provost office in ad-hoc project needs as they relate to faculty data review or talents programs as well as provides support directly to faculty for recruitment support related to student employment.

Responsibilities

Faculty Affairs

- Making copies and preparing reports for Leadership, Deans and OFA head
- Responsible for stocking office supplies and overseeing the general office needs of OFA, including supporting the department head in negotiating with vendors.
- Prepares reimbursements, travel authorizations, car and flight bookings for the OFA department head and for OGFD colleagues that come to Shanghai as needed.
- General office support for OFA head, in general everyday activities.
- Central location for the production of consulate invitation letters, for faculty guests and other faculty invitational needs related to recruitment, ensuring the data accuracy and appropriateness of the visit before sending to the Chancellor's office for signature and chop (official stamp).
- Central location of asset management assignments of academic department provisions for all faculties during onboarding periods, liaising with Dean's office associates as well as relevant departments such as IT and ATS.
- Maintains the All Faculty distribution lists in Google Groups for the University and relays incoming faculty emails to Academic Affairs for teaching outreach as well as Faculty Governance Administrators.
- Serves as the student worker recruitment liaison between faculty and the Career Development Center (CDC), working with faculty directly to get Job Descriptions, advertisements and provide them the basic guidelines to hiring student workers.
- backup contact for faculty regarding set policies and procedures related to their assignment when the Faculty Affairs Officer is not available.

Faculty Recruitment

- First point of contact for those newly recruited faculty that will visit NYU Shanghai for final interviews, overseeing the scheduling, tracking, communication and logistical needs of the candidate, and the visit to NYU Shanghai as a whole.
 - *Items will include but are not limited to:* preparing seminar rooms, recording the job talk, uploading and editing the content of the talk to the web, maintaining knowledge of Panopto software by liaising with ATS, updating recruitment website for candidate tracking use for committee & leadership access, oversee and implement catering needs, arrange transportation to events, arranging flights, arranging airport pickups and supporting faculty hosts in making reservations for dinner events and any additional requests they may present.
- Responsible for creating and overseeing the schedule building for interviews and appointments while communicating with relevant Deans or committee Chairs on expectations.
 - Delivering schedule and other relevant documents, *Recruitment Welcome Packet*, to accommodations and retrieving when necessary.
- Remains as the constant and single point of contact for candidates and vendors during recruitment season.
- Maintains stock of all recruitment materials, working with bookstore for branded materials as needed.
- Processes all relevant reimbursements for faculty or staff that relates to a recruitment visit, ensuring correct accounts are charged and recruitment guidelines were followed.
- Track and reconcile recruitment phone use, both for recruitment program and when loaned out to other departments, and ensure ongoing function of the plans by regularly liaising with IT.

Faculty Orientation

- Coordinates the events of Faculty Orientation, in their entirety, for each Academic semester: Fall (week long) & Spring (2 days).
 - *Items will include but are not limited to:* securing the date for the events, preparing the "Save the Date" email communication for Provost to send to faculty, maintaining the email contact list, working with relevant departments and leaders to schedule their sessions and advise on their time restrictions while remaining open to additions and changes as needed, scheduling the rooms, arranging for technical support, collating the presentations from the presenters, hosting the the event and introducing each speaker, preparing the catering for lunch events, securing reservations for *all faculty events*,
- Responsible for organizing all materials in a central location (NYU Box) to share to all faculty after the event, to ensure those that weren't able to attend can access the slides and information efficiently.

Qualification

The eligible candidate must be detail oriented, proficient at troubleshooting and problem solving. Multitasking and time management is a must along with maintaining high integrity of values and institutional virtues.

Required:

- Bachelor's Degree and 4 years relevant experience; or Master's Degree and 2 years relevant experience
- Proficiency in Microsoft Applications, Google Docs/Apps

- Fluency in spoke and written English and Mandarin

Preferred:

- Proficiency in Adobe Applications
- Basic Knowledge of Word Press, html and webpage applications

The successful candidate may be asked to submit writing/communication samples to be evaluated along with their full application and interview feedback.

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

Please email to shanghai.hr.recruit@nyu.edu with any questions about this job posting.