



Job Description – Faculty Services Associate

Department: Faculty Affairs

Reports to:

Faculty Services
Manager

Position Summary

Faculty Services Associates support the center of Faculty Services overseen from the Office of Faculty Affairs. Each associate is assigned a concentration in which they specialize; while they will serve as the lead support in that area they will also cross-train in other areas to create a support structure that can both address complicated queries as well as solve simple standard issues quickly.

Specialization Unit

Finance

- Finance Policy adviser, reviewer and enforcer for requests that come through the service center for items including but not limited to:
 - Asset management: limits and preferred vendors explanations;
 - Procurement: consultation and liaison work for any eligible items that require bids or review;
 - Ad-hoc payment requests/honorarium requests: eligibility to pay, backup documents needed and visa requirements;
 - Reimbursement processing: Grant regulations, Meal regulations, memo field and appropriate justifications to be provided to restricted items;
 - Corporate Card: Assistance in setting up and training faculty for appropriate usage, for those that are eligible for the NYU Shanghai corporate card; while also ensuring the reconciliation process still respects proper finance protocols.
- Preparation and management of forms and processes related to the categories above; to execute the purchasing/reimbursement requirements of the individual faculty members needs.
- Liaise with Finance contact at NYU for setting up NYU based chartfields for faculty that will need to expense things locally in New York with NYU Shanghai funds and visa-versa.
- Build and maintain a relationship with the office of Finance and the Procurement department at NYU Shanghai to ensure clear communication and excellent service support.

General Assignment Duties:

- On-boarding and Off-boarding liaison support to operational department, serving as the faculty host;

- Supporting the maintenance of faculty office supplies & other office needs;
- Preparation and management of internal vendor benefit payments;
- General working knowledge of the duties covered from other associate colleagues, including but not limited to:
 - Travel, Events, Grants & Talents Programs, Faculty of STEM (Science, Technology, Engineering, Mathematics), Faculty of Arts and Humanities, Faculty of Business and Social Sciences, Faculty of Graduate and Special Programs
- Liaising with Finance/HR/Facilities/RITS as needed

Qualification

The eligible candidate must have excellent interpersonal skills, 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 2 years relevant experience;
- Proficiency in Microsoft Applications, Google Docs/Apps;
- Fluency in spoken/written English & Mandarin

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.