



**Job Description: Faculty Services Associate**

**Department: Faculty Affairs**  
**Reports to: Faculty Services Manager**

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**Position Summary**

Faculty Services Associates support the center of Faculty Services overseen from the Office of Faculty Affairs. Each associate is assigned to lead the support to faculty members in an academic area, program, or a concentration in which they specialize. They will also collaborate in team projects and cross-train in other areas to create a support structure that can both address complicated queries as well as solve simple standard issues quickly.

**Responsibilities**

**Program on Creativity + Innovation**

(<https://shanghai.nyu.edu/academics/special/creativityandinnovation>)

Average FTE Distribution: PCI 0.7-0.8 FTE, OFA 0.2-0.3 FTE

- Faculty point of contact for liaison/support work as it relates to the Program on Creativity + Innovation
- Logistical and operational support for research projects in Program on Creativity + Innovation  
Special management responsibilities include:
  - Management of the PCI spaces and PCI calendar of activities (curricular and co-curricular)
  - Supervision of student workers

**General Assignment Duties (for PCI):**

- Preparation of finance reports for reimbursement and payment
- Procurement of equipment and supplies
- Arrangements of business travels for speakers
- Scheduling and coordination of events and meetings
- Liaising with other operational departments (Finance/HR/Facilities/IT) and academic institutes/centers/programs as needed
- Supporting other related administrative work and team projects as needed
- General working knowledge of the duties covered from other associate colleagues, and in

times of low workload be prepared to support their overload needs, including but not limited to:

- Events, Faculty of Arts and Humanities, Faculty of STEM, Faculty of Business and Social Sciences, Faculty of Graduate and Special Programs
- General working knowledge of the duties covered from administrators for Language Programs and Interactive Media Arts (IMA) Program

### **Qualification**

The eligible candidate should be excited about the prospect of being involved in a new educational direction, a catalyst working to unleash and guide the creative and innovative energies in students at NYU Shanghai. To achieve this goal, the 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 Education:**

- Bachelor's Degree
- Master's Degree or 2 years of relevant administrative experience is preferred.

### **Required Knowledge, Skills, and Abilities:**

- Proficiency in Microsoft Applications, Google Docs/Apps
- Fluency in spoken/written English & Mandarin
- Willingness to work on certain evenings or weekends, as PCI co-curricular activities may require