Recitation Instructor/Teaching Associate

Business, NYU Shanghai

Position Summary

The Recitation Instructor/Teaching Associate of Business at NYU Shanghai is designed for Master’s and Ph.D.-level graduates and young scholars who have recently completed their academic programs. This role entails a combination of teaching and other academic support responsibilities. It is a great opportunity for cultivating teaching, leadership, and teamwork skills.

Candidates must be excellent in English and should have received high distinction during their graduate level education. We also value evidence of initiative, judgment, and skill working with people from different cultures.

Ph.D. or all-but-dissertation (ABD) is the degree requirement or status for the university to award the title of Recitation Instructor for this position. Finalists whose highest academic degree is a Masters will be awarded the title of Teaching Associate.

Responsibilities

• Provide teaching support in Business, including offering office hours, conducting help sessions or recitations sessions, grading homework and exams, leading group discussions, etc.
• Help develop business cases for teaching purposes under the supervision of a Business faculty.
• Take on an appropriate role in other academic tasks in Business as required, 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.

Qualification

Required Education

• Master’s degree or above preferred; majors in Business, Economics, Statistics, Finance, Accounting, 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).
- Capable of developing effective relationships with faculty, students, academic administrators and external visitors or parties to deliver courses and events successfully.
- Demonstrated ability to prioritize, work under pressure, and meet deadlines.

Applications must include:

- Curriculum vitae
- Copies of all graduate-level and undergraduate-level transcripts
- One letter of reference.

Please submit your application by e-mail to lucy.xu@nyu.edu