



Job Description – Manager of Global Affairs

Department : Academic Affairs

Reports to:

Assistant Dean of
Global Affairs

Position Summary

Located in Shanghai and reporting to the Assistant Dean of Global Affairs. Responsible for supporting the various efforts involved in the circulation of New York University Shanghai portal students out into the various Global Network University and study away sites for semester study away and the concurrent process of students from the portal and other campuses into Shanghai for study away from their campuses. Provide support for NYU Shanghai students while they study abroad.

Responsibilities

- Manage the various processes involved in the circulation of New York University Shanghai portal students out into the various Global Network University portal and study away sites for summer, semester, and J term study away.
- Manage the enrollment process with the Registrar of students from the portal campuses in New York and Abu Dhabi into Shanghai portal courses.
- Serve as a liaison between Global sites and NYU Shanghai students for a wide range of services and programs designed to meet the needs of a diverse student body.
- Serve as a basic source of information about the academic and student life requirements and offerings of the Global Network University. Students are able to get immediate advice as well as direction to relevant campus resources.
- Serve as a liaison between various campus offices for a wide range of services and programs designed to meet the needs of a diverse student body.
- Work closely and collaboratively with Academic Affairs and Student Life offices on predeparture preparation and orientation for outgoing students.
- Responsible for maintaining records and files pertinent to student circulation in the Global Network including course approvals, course equivalencies, and site specific regulations and requirements.
- Responsible for advertising and managing J term and summer courses in Shanghai for NYU Shanghai and other students.
- Respond to evolving needs within the Office of Academic Affairs, taking on additional duties as needed.

Qualification

- **Required Education**

Bachelors required, Masters or equivalent preferred

- **Required Experience**

- 1-3 years academic administrative experience in an American University.
- Experience working in the ESL setting.

- **Required Knowledge, Skills, and Abilities**

- Proficient in both written and spoken English and Mandarin;
- Good interpersonal and communication skills to work in an international and cross-cultural environment;
- Good problem solving skills, and good time management skills;
- High professional integrity, honesty and trust;
- Well organized, diplomatic, details and service oriented.

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

In case of inquiries, please send email to shanghai.hr.recruit@nyu.edu.