



Job Description – Director, Career Development Center

Department: Student Life

Reports to: Dean of Students

Position Summary

NYU Shanghai is a new residential liberal arts and sciences university located in Shanghai, China. NYU Shanghai enrolled its first students, drawn from around the world, in the fall of 2013 and seeks to provide them with a rigorous and imaginative undergraduate experience, and the finest preparation for careers and for leadership toward a more knowledgeable, productive, just and peaceful world.

The Director of the Career Development Center will play a critical role in working with faculty and colleagues in Shanghai, and with the Executive Director/AVP of the Wasserman Center for Career Development at NYU in New York to develop a more fully integrated approach to student career community development at NYU's Shanghai campus.

Successful candidates will be effective leaders, managers, mentors and educators with excellent communication skills, strong organizational skills, and political and cultural sensitivity and savvy. Candidates must have a clear perspective on diversity and intercultural dialogue as they apply to a student body assembled from among the most talented students from across the world. Candidates should be prepared to discuss their experiences working collaboratively with faculty and colleagues in other parts of the campus to create positive experiences for students. In addition, candidates must possess the ability to quickly and accurately assess rapidly emerging or developing situations, and demonstrate a high degree of discretion in handling sensitive matters in a fair-minded manner.

Responsibilities

- The Director develops and directs an innovative array of programs and services related to career exploration, planning and development. The focus of these programs and services is to develop, sustain and continually improve a career development model that can be implemented for each student and that will engage students in developing a four year career development action plan.
- The Director and her/his staff advise and mentor students, engage faculty and staff in collaborative and supportive efforts related to career development for students, and create and implement programs, services and online resources to facilitate and enhance student/alumni career development on and off campus and, through effective use of the internet and inter-university collaborations abroad, around the world. The Director stays current on national and international trends, and ensures that national and international opportunities for internships and employment are promoted, educating students, faculty and staff on industry and market trends as necessary.
- The Director consults with academic deans and faculty colleagues to ensure that programs

and services address student needs, and solicits faculty involvement in identifying opportunities to bridge the skills development that takes place in the classroom, lab and studio environments with co-curricular efforts to assist students in demonstrating skills that will help them secure internships and employment. The Director also consults and works closely with colleagues in a variety of campus offices to coordinate outreach efforts and to enhance skills development opportunities in student leadership and employment activities.

- The Director ensures close coordination with the Executive Director/AVP and other colleagues at the Wasserman Center for Career Development at NYU in New York, and leverages the resources based in New York to the fullest degree possible, ensuring that duplication of effort is minimized and that work produced at NYU Shanghai adds as much value as possible for students and alumni.
- The Director oversees development and implementation of various events and activities (campus-based, industry-based, career fairs, seminars, presentations, workshops, alumni networking events, etc.), and works with colleagues responsible for NYU Shanghai Communications to develop high quality materials for publicity through online and print publications.
- The Director leads strategic planning for the Career Development Center, and manages and oversees administration of the Center. The Director establishes the Center's short- and long-term goals, ensures that day-to-day operations are in line with those goals, and assesses programs and services in terms of metrics including costs and benefits, participation, cost effectiveness, etc.
- The Director determines staffing needs, hires, supervises and evaluates staff, and provides effective feedback and performance management guidance for staff. The Director makes effective performance-based recommendations for hiring, promotion, salary adjustments and other changes of status.
- The Director manages the Center's budget and other resources; oversees expenditures, resolves budget discrepancies, reallocates funds as necessary to ensure that the Center's operations remain within budget, and advocates for additional resources as warranted.

Qualification

- **Required Education**

Minimum of Bachelor's degree; Master's degree preferred.

- **Required Experience**

- Minimum of 5 years of progressive leadership experience in career development, counseling, student affairs, human resources or an equivalent combination of education and experience required.
- Experience developing and administering programs, seminars and events, and experience producing training and educational materials related to career development required.
- Experience successfully serving and mentoring a diverse population required.
- Experience with program evaluation and assessment preferred.

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

- Proficiency in English required. Proficiency in Mandarin strongly preferred.

- Excellent communication, presentation and writing skills required.
- Familiarity with global hiring trends, especially in Asia, and a proven record of multicultural and global competence.

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.