



Job Description – Associate Director, International Admissions

Department: Admissions

Reports to:

Michael Devlin, Assistant Dean, Admissions

Position Summary

The Associate Director will be the leader of International Admissions for NYU Shanghai in China and oversee all activities for the International admissions team. He or she will have oversight of all on-campus admissions events, and coordinate with the Chinese admissions team in oversight of our Welcome Center and the creation and oversight of the Student Ambassador Program. This position will also directly manage professional admission staff in the office mission of recruiting and enrolling exceptional students to NYU's newest degree-granting campus.

This experienced, confident leader will report directly to the Assistant Dean and Director of Admissions for NYU Shanghai, and, in the absence of the Assistant Dean, will assume the senior International Admissions role at all internal and external meetings and events in Shanghai. The successful candidate will also be an encouraging and effective manager to a growing group of enthusiastic admissions professionals based in Shanghai.

Responsibilities

- Manage all aspects of International admissions in Shanghai and be the face of International Admissions to outside constituencies
- Act as representative for International Admissions at all senior staff meetings in Shanghai
 - Liaise with representatives from other offices in Shanghai (Student Life, Registrar, Advising, etc.) when needed
- Directly oversee International admissions staff based in Shanghai
 - Coordinate regional outreach of staff members
 - Provide guidance and leadership for all staff members
 - Manage team members in completion of reading process
 - Delegate responsibilities and develop junior staff
- Oversee Welcome Center in conjunction with Chinese admissions team
- Oversee Student Ambassadors in conjunction with Chinese admissions team

- Coordinate all On-Campus events for prospective students, families, and college counselors
- Liaise with Assistant Dean in all aspects of the successful coordination of Candidate Weekends
 - Manage staff on the ground in Shanghai in coordination of Candidate Weekends
 - Liaise with Chinese staff in coordination of Candidate Weekends
- Represent International admissions marketing and communications priorities when needed
- Act as resource for Chinese team regarding operations needs
- Oversee student transition post admissions with associate director based in New York
 - Liaise with Associate Dean of Academics on transfer of academic credentials
 - Liaise with Assistant Dean of student life
- Manage training of all staff on NYU Shanghai outreach and communications
- With Assistant Dean, manage East Asia, South Asia, and Southeast Asia outreach budget
- Assume responsibilities of an admissions officer
 - Conduct outreach and represent the university at external events
 - Host information sessions
 - Counsel students and families on the admissions process
 - Read files and interview students

Qualification

- **Required Education**

Bachelor's degree; Master's degree preferred

- **Required Experience**

- At least 5 years of experience in admissions-related work, preferably in a school setting
- Solid experience in application process control, event planning and people management
- Able to take the lead and be representative for the team

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

- Fluency in English, preferably also fluent in Chinese
- Comprehensive understanding of international admissions process and practice

- Excellent people management skill
- Excellent communication skill
- Excellent coordination skill

- **Other requirements**
 - Open minded, willing to embrace change and challenge
 - Flexible and able to work under pressure
 - Creative thinking, with a passion to take initiatives
 - Passionate to work in an academic environment and interacting with young people
 - International work/study experience strongly preferred

Interested candidates should forward a CV with a cover letter to shanghai.hr.recruit@nyu.edu.

For more information please visit our website: shanghai.nyu.edu