Job Description – Intern, Media and Technology

Position Summary

NYU Shanghai is seeking an enthusiastic Media and Technology Intern to join our Academic Technology Services unit. The Media and Technology Intern will be primarily responsible for providing oversight of media and technology services to support faculty and researchers, including student researchers, at NYU Shanghai.

Responsibilities

Access/Information Services

- Provide technical support to faculty and students in various digital tools (Photoshop, iMovie, Premiere, web design etc.). Evaluate current technology used by faculty, students and researchers for teaching and research.
- Assist with the development of training programs including seminars, training sessions, and workshops related to various digital tools. Identify, analyze, and evaluate training needs.
- Research and promote emerging technology practices in GIS adopted by selected higher education institutions. Work with technology professionals at ATS to develop and promote best practices for using technology in teaching, learning and research.

Qualification

- Required Education
  Applicants should be currently enrolled in an undergraduate OR graduate program.

  Required Experience

  Experience and/or education in one of the following areas: video production, web design and development (HTML, CSS, JavaScript etc.), data visualization, instructional technology.

  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.
➢ Ability to interact with a diverse population of students, faculty, researchers, and staff.

**Availability**

The candidate is expected to work at least 2 days per week. The schedule and the length of the internship is flexible.

To apply for this internship, please send your resume and cover letter to zq2@nyu.edu.