



Job Description – Associate, Business

Department: Business
Job Grading:

Reports to: Dean of Business

Position Summary

As an Associate you will be responsible for providing administrative support to ensure efficient and professional operation of the department, especially new initiatives at the NYU Shanghai Center for Business Education and Research. You will be involved in multiple tasks related to organization and communication. This is one of the rare opportunities to work with distinguished faculty and dynamic students and be exposed to various organization functions and exciting projects.

Responsibilities

- Perform a wide range of clerical and general office duties including managing and ordering office supplies, computers, equipment and other assets by liaising with operational departments., making meeting/appointment arrangements, managing filing systems, drafting brief letters and other administrative tasks as they arise.
- Assist in the preparation of regularly scheduled reports. Process financial administration responsibilities including collecting invoices/receipts, recording office expenditures and creating reimbursement requests.
- Facilitate students' participations in co-curricular educational activities relating to business education outside of the classroom.
- Book travel arrangement and provide general support to visitors by serving as primary point of contact, setting up the visitor's office if necessary and coordinating the visitor's local transportation and travel arrangements.
- Coordinate logistics for on-site and off-site programs and events with collaborative partners, internal operational department and outside vendors such as making reservations with vendors and venues, scheduling attendees and speakers and preparing program documentation.
- Respond to inquiries displaying a comprehensive knowledge of the department and center's offerings and policies.
- Interact with other departments and centers in NYU Shanghai as well as outside organizations to ensure shared goals are met.
- Other tasks assigned.

Qualification

- **Required Education**

- Bachelor's Degree required, Master's Degree preferred

- **Required Experience**

- 1-2 years of office experience
- Prior experience with higher education and multicultural work environment preferred

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

- Proficient language skills in English and Chinese
- Skilled in computer, Office software operation and Google applications.
- Positive attitude, proactive, good communication skills and team spirit.
- Trustworthy, honest and strong sense of responsibility
- Exceptional attention to details and very strong on following up tasks