Job Description – Administrator for Center for Global Asia

Department: Provost's Office

Reports to: Director, Center for Global Asia

Position Summary

The Administrator for Center for Global Asia provides administrative support to the Center, its projects, and faculty and fellows. Other major responsibilities will include overseeing the Center staff, organizing conferences and seminars, coordinating joint projects and collaborations within and outside NYU’s global network, and liaising with relevant institutions in China. This position reports to the Director of Center for Global Asia.

Responsibilities

- Assist the Director in organizing conference, seminars and etc. held by the Center, and manage budget as well as finances of all events;
- Assist in planning and implementing events and ad-hoc activities;
- Oversee the Center staff;
- Coordinate joint projects and collaborations with other GNU Global Asia centers as well as within and outside NYU’s global network;
- Liaise with relevant institutions in China;
- Assist on the development and management of website content;
- Provide routine administrative support to the team;
- Provide routine and ad hoc reports/updates as required;
- Provide interpretation and translation as required;
- Other duties assigned.

Qualification

- **Required Education**
  Master’s Degree

- **Required Experience**
  Research and/or work experience at a research institution or a university preferred.

- **Required Knowledge, Skills, and Abilities**
  - Excellent command of both spoken and written Chinese and English.
  - Excellent interpersonal and organizational skills.
  - Advanced PC and/or Mac skills.
  - Initiative and proven ability to work independently with minimum supervision.
  - Ability to work well with people at all levels within and outside the organization.
  - Demonstrated ability to prioritize, work under pressure, and meet deadlines.