Job Description – Senior Associate for Events

Department: Research Institutes
Reports to: Manager for Programs

Position Summary

The Senior Associate for Events (Research Institutes) at NYU Shanghai will report to Manager for Programs, Research Institutes. S/he is responsible for delivery of key initiatives across the research institutes including conferences, with the objective to promote scholarly exchanges and the profiles for NYU Shanghai research and the research institutes.

Responsibilities

- Support the Managers for programs to deliver exciting results for all programs by providing valuable suggestions and recommendations to senior management team and scientific committee/conference chairs as needed.
- Assist directors and the manager for programs in strategic planning for all events to distill programs’ objectives, inputs, outputs, potential outcomes, long-term impact etc.
- Be responsible for the implementation of RI major events such as conferences. Work as the central point of contact for RI big events as required.
- Assist the managers for programs in developing communication and promotion plan for all RI events.
- Be responsible for liaising and monitoring events-related external suppliers (caterer, designer, exhibitors, etc.)
- Be responsible for activity base budget and cost controlling, concluding events at or under agreed-upon budget.
- Supervise team member, including day-to-day supervision, mentoring and performance evaluation.
- Others tasks as assigned.

Qualification

- **Required Education**
  Bachelor's degree required, advanced degree preferred.

- **Required Experience**
  - At least 2 years' hands-on experience in events management
  - Experience with supervising staff and vendors.

- **Required Knowledge, Skills, and Abilities**
  - Excellent presentation and organizational skills
  - Be able to establish productive relationships with people at all levels.
  - Well organized, details and service oriented
- Good problem solving and critical thinking skills
- Ability to work independently and work cooperatively in a team
- Proficiency in written and spoken English and Chinese.