Job Description – Senior Associate

Department: Research Institutes
Reports to: Manager for Programs

Position Summary

Senior Associate to Research Institutes at NYU Shanghai will report to Manager for Programs, Research Institutes. S/he will be part of the program team to support key initiatives across the research institutes including conferences, distinguished lectures major funding initiatives, the launch of graduate studies etc. and s/he will particularly focus on writing faculty news, faculty profiles for RI, news release and clipping reports for all RI’s scholarly exchange activities, as well as managing related information and processes. S/he will also serve as a copywriter or editor in support of promoting the accessibility of scholarly work and findings to general public and specific target audience for research institutes.

Responsibilities

• Creating content for Research Institutes’ web page (both English and Chinese) and continuously improve RI’s website content to enhance its usefulness to both internal and external users.

• Creating content for a suite of core communication materials (such as institutes’ brochure, institutes’ video, annual report, newsletter etc.) for RI to use when dealing with NYU Global and external contacts.

• Working closely with research institutes’ faculty and associates to review, edit and rewrite faculty news, faculty in the news, news articles in both English and Chinese when needed; providing proofreading, copy editing and quality assurance support.

• Assisting the Director of RI and Manager for Programs in developing internal communication plan and RI promotion plan, and providing input during work plan development.

• Demonstrating institutes’ research excellence and the impact of institutes’ key initiatives to a wider audience via various channels such as newspaper, magazine and social media platform.

• Others tasks as assigned.

Qualification

• Required Education
  Bachelor degree, preferably in Science (e.g. Mathematics, Chemistry, Biology). Master degree preferred.
• **Required Experience**
  At least 4 years of content writing experience. Especially on expatriate administration in multinational organization with diverse culture will be a plus but not necessary.

• **Required Knowledge, Skills, and Abilities**

  - Bilingual fluency in English and Chinese is required.
  - Ability to establish productive relationships with people at all levels.
  - Ability to work independently and work cooperatively in a team.
  - Excellent communication and written skills. Multicultural communication experience is desirable.
  - Strong knowledge of developing web page and other social media oriented content.