



Job Description – Associate Director, Admissions

Department: Admissions

Reports to: Director of Admissions

Position Summary

Reporting to and working closely with the Director of Admissions, the Associate Director promotes NYU Shanghai through various channels, including information sessions, school visits, and online presence, to attract and review high quality applicants from China, making sure to meet targets each year. This experienced, highly motivated individual also oversees the application review process, operations, and marketing and communications of Chinese admissions in compliance with Chinese and NYU's regulations and policies.

Responsibilities

- Assist the Director of Admissions in developing NYU Shanghai's admissions policies and strategies for recruiting Chinese students
- Develop NYU Shanghai's marketing and communications strategy for Chinese admissions; execute and supervise related marketing and communications efforts, including but not limited to printing materials production, social media presence, email campaign, etc.
- Conduct school visits and host both on-campus and off-campus information sessions to introduce NYU Shanghai to prospective students and parents
- Review Chinese applications, interview candidates, and select students demonstrating the best fit for NYU Shanghai as a member of the admissions committee
- Participate in the planning and execution of the Candidate Weekend events for Chinese students and assist with the Admitted Student Weekend for international students
- Keep track of and strictly follow the admissions policies and requirements issued by the Ministry of Education and the education and examination administrations of each province, including but not limited to admissions quota allocation and Gaokao matriculation, etc.
- Consult regularly with NYU Undergraduate admissions at NYU Shanghai regarding marketing/communications and operations to make sure the daily operations of Chinese admissions are in line with NYU's regulations and standards
- Collaborate closely with other departments within NYU and NYU Shanghai on cross-functional projects

- Other responsibilities as assigned by the supervisor

Qualification

Required Education:

- Bachelor's Degree
- Master's degree preferred

Required Experience:

- More than three years' relevant experience in admissions at a higher education institution

Required Knowledge, Skills, and Abilities:

- Native Mandarin speaker; bilingual in English
- Good adaptability to frequent business travel
- Excellent communication skills
- Ability to work well independently as well as a member of a team
- Understand Chinese admissions policies