



Job Description – Faculty Services Associate

Department: Faculty Affairs

Reports to:

Faculty Services
Manager

Position Summary

Faculty Services Associates support the center of Faculty Services overseen from the Office of Faculty Affairs. Each associate is assigned a concentration in which they specialize; while they will serve as the lead support in that area they will also cross-train in other areas to create a support structure that can both address complicated queries as well as solve simple standard issues quickly.

Specialization Unit

Faculty of Graduate & Special Programs

- Provide classroom, academic and logistical support for Graduate Level courses and programs such as sessions related to J-terms (January Term) or Summer Session courses as well as other special scheduled sessions.
- Support Graduate Faculty in areas related to their course offerings for items such as but not limited to:
 - Course preparation and syllabus reconciliations with NYU
 - Textbook and e-book distribution and copyright advisements
 - Exam seating and other support as requested such as room reservations or scheduling
- Become a point of contact/liaison to the faculty services center for various Graduate programs that currently are set up at NYU Shanghai, communicating new ad-hoc needs and helping to find solutions to newly presented issues.
 - Current Graduate programs at NYU include (more to be added as approved from NYU):
 - NYU Silver School of Social Work
 - NYU Steinhardt TESOL (Teachers of English to Speakers of Other Languages)
- In times of low workload be prepared to liaise with other colleagues as well as staff in Graduate and Special Programs to support their overload needs by seeking out duties before they are presented.

General Assignment Duties:

- On-boarding and Off-boarding liaison support to operational department, serving as the faculty host;
- Supporting the maintenance of faculty office supplies & other office needs;
- Preparation and management of internal vendor benefit payments;

- General working knowledge of the duties covered from other associate colleagues, including but not limited to:
 - Finance, Travel, Events, Grants & Talents Programs, Faculty of STEM (Science, Technology, Engineering, Mathematics), Faculty of Arts and Humanities, Faculty of Business and Social Sciences
- Liaising with Finance/HR/Facilities/RITS as needed

Qualification

The eligible candidate must have excellent interpersonal skills, be detail oriented, proficient at troubleshooting and problem solving. Multitasking and time management is a must along with maintaining high integrity of values and institutional virtues.

Required:

- Bachelor's Degree and 2 years relevant experience;
 - Master's degree preferred with International experience;
- Proficiency in Microsoft Applications, Google Docs/Apps;
- Fluency in spoken/written English & Mandarin

Please go to <http://shanghai.nyu.edu/about/work/staff-positions> for details and to submit your online application.

Please email to shanghai.hr.recruit@nyu.edu with any questions about this job posting.