



Job Description – Senior Associate of Recruitment, Human Resources

Department: Human Resources

Reports to: Recruitment Manager

Position Summary

This position plays a crucial role in fulfilling staffing needs and building up the talent team to support NYU Shanghai's development. The Senior Associate will mainly take lead and provide support in the implementation, management and development of staff recruiting programs. In the meantime there will be opportunities for him/her, as a member of the Human Resources team, to take part in other HR collaboration activities and get exposure to comprehensive HR knowledge and practice.

Responsibilities

- Manage day-to-day activities of staff recruitment including staff and intern;
- Manage all the logistics for selling/recruiting process including planning agenda, scheduling speakers, and participants;
- Maintain positive, close and effective relationship with stakeholders, both internal and external, and be a reliable and helpful partner;
- Actively take part in various recruitment projects when needed, such as internal employment opportunity program, and internship program, etc.;
- Maintain recruitment tracking sheets and prepare statistics to provide solid foundation for analysis and reporting;
- Constantly review the recruitment process and take initiatives to improve the practices for higher efficiency and effectiveness;
- Contribute to employer branding activities, e.g. managing social media accounts and participating in external recruiting events / job fairs, etc.
- Be responsible for other assignments which mainly include:
 - Handle on-boarding process for new hires, by effectively liaising and communicating with hiring department, internal operational departments as well as external HR service providers to make sure on-boarding procedures are well prepared and carried out on schedule;
 - Process data input in HR System for new hires and staff information change when needed;

- Perform other ad-hoc duties as assigned, including providing support to other HR team when needed during peak seasons.

Required Qualifications

- Bachelor's Degree (or above) in Human Resources Management, Psychology, Liberal Arts, or an equivalent combination of education, training and experience is required;
- 2-3 years of progressive relevant experience in a professional office environment is preferred; exposure to human resources management and/or working in a university environment is highly preferred;
- A positive attitude towards work, as well as great passion and attention to details to drive excellence;
- Strong capability to independently work on multi tasks within deadlines;
- Strong ability to receive feedback and improve one's work based on proper reflection;
- Willingness to share one's own experience and knowledge and help raise team morale;
- High proficiency in both written and spoken English and Chinese;
- Comprehensive knowledge of computer and software applications.