



Job Description – Associate/Assistant General Counsel

Department: Office of General Counsel

Reports to: General Counsel

Position Summary

NYU Shanghai is seeking to hire an exceptional attorney for the position of Associate/Assistant General Counsel (based on experience) in the Office of General Counsel. This is a new position and will report directly to the General Counsel, NYU Shanghai.

The position is based in Shanghai and will provide legal advice and support focused principally on NYU Shanghai operations, including contracts, employment, policies, governance, academic matters, research, intellectual property, immigration, and regulatory issues. The ideal candidate will be a corporate generalist and have a strong background working in China in a global context, either in-house or at a top-tier law firm.

Responsibilities

Primary responsibilities will include:

- Reviewing, drafting, and negotiating contracts with commercial vendors, research sponsors, universities, and other academic and business partners.
- Drafting policies, procedures, and guidelines governing NYU Shanghai's academic and administrative operations.
- Researching applicable PRC and US laws and regulations and analyzing areas of conflict.
- Supervising outside counsel.
- Educating members of the NYU Shanghai community on legal issues.

Qualification

• **Required Education**

Law degree. Preferred candidate will have Chinese law degree plus US/UK/Canadian or equivalent LLM or JD. Other combinations will be considered.

• **Required Experience**

At least four years demonstrating progressively more senior transactional or international negotiating, drafting and counseling experience, either in-house or at a top-tier law firm. Candidates with additional years of experience are encouraged to apply.

- **Required Knowledge, Skills, and Abilities**

- Superior academic and professional credentials.
- Excellent written and verbal communication skills (Chinese and English).
- Strong working knowledge of relevant PRC laws affecting NYU Shanghai academic and administrative operations.
- Understanding of issues involving universities/academics/non-profits.
- Exceptional intellect, analytical abilities and decision-making capabilities.
- Common sense, judgement, and ability to work collegially with colleagues from China, the United States, and beyond.
- Ability to boil down complex issues, synthesize them and recommend logical decisions or to escalate decisions to supervisors, as necessary.
- Ability to work independently and be self-motivated.
- Ability and willingness to handle a variety of tasks in an array of substantive areas and to learn new areas of law quickly.
- Excellent interpersonal skills.