



Job Description – Intern, Registrar’s Office

Department: Registrar

Reports to: Registrar

Position Summary

The NYU Shanghai Registrar’s Office is seeking applications for a highly-motivated and service-oriented intern to join the unit. The position provides general administrative support for the Office of the Registrar. She/he will assist in ensuring that all administrative tasks are organized and completed on an as and when needed basis, and will assist in the day-to-day administrative functions and the delivery of a wide variety of programs within the office. A high degree of initiative and ability to achieve results is expected, as is the ability to work efficiently in a diverse and collaborative working environment.

Responsibilities

- Provides general administrative support for the Office. Schedules appointments, maintains individual and/or department calendar.
- Produces student enrollment verifications and student transcripts.
- Prepares binders, organizes meeting materials, and creates presentation materials. Maintains office administrative forms. Performs other clerical duties: photocopies materials, processes forms, maintains office files and records, etc.
- Assists with working under the direction of the Registrar to maintain accurate online course lists and enrollment updates.
- Consults with office team on registrar issues as needed.

Qualifications

- **Required Education:** Bachelor’s Degree minimum.
- **Required Experience**

Experience in an administrative office in higher education; ideally with a proven record of working within and coordinating administration services, and with an understanding of higher education student information systems.
- **Required Knowledge, Skills, and Abilities**
 - Strong written and oral communications skills in English and Chinese.
 - Strong organizational skills.
 - A capacity to work within a complex organizational structure being customer friendly and quality of service oriented.
 - A high standard of computing and internet skills.
 - Must be professional, resourceful and able to contribute effectively in a team environment showing leadership potential, having exceptional discretion, and confident communications skills.
 - Demonstrates drive and initiative in a busy working environment.
 - Knowledgeable with regard to complex academic policies.
 - Ability to work collaboratively.