



Job Description – Senior Associate for Graduate and Special Programs

Department: Provost Office

Reports to: Associate Provost

Position Summary

Oversee the coordination and logistical implementation of graduate programs, as well as shorter, non-degree-granting special programs such as individual graduate courses offered by departments in New York, which are convened at or by NYU Shanghai.

Responsibilities

- Track developments and pending proposals relating to graduate and special programs.
- Filing, booking venues and flights and other such practical logistical details necessary for the smooth implementation of programs.
- Supporting the Shanghai and, where appropriate, New York-based approval process for graduate and special programs.
- Liaise with the relevant department and schools, whether in New York or in Shanghai, to plan out how we will meet the needs and requirements of approved programs.
- Coordinate across administrative units to ensure implementation runs smoothly.
- Support functions related to executive education courses where required.
- Assist the Provost Office in documenting the experience and engaging in continuous learning and improvement as graduate and special programs expand their footprint at NYU Shanghai.
- Assist the Provost Office in other responsibilities relating to academic programs that may be required on a continuous basis.

Qualification

- **Required Education**

Bachelor's Degree required, Masters Degree preferred.

- **Required Experience**

- Minimum of three years working experience in project management or coordination in an English-language setting.
- Working experience in international education sector highly valued.

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

- Excellent spoken and written English.
- Excellent project management or coordination skills and understanding of education sector.

Interested candidates should forward a CV with a cover letter to shanghai.hr.recruit@nyu.edu.

For more information please visit our website: shanghai.nyu.edu