



Job Description – Senior Associate, External & Academic Events

Department: Provost's Office

Reports to: Director, External and Academic Events

Position Summary

The Events Program Coordinator provides administrative support to the Director, and is responsible for implementation and close-out of the Events Program (talks, panels, film screenings, dialogues and performances, and their receptions) with the goal of advancing the educational and cultural experience on the NYU Shanghai campus of university students, faculty and staff, and NYU alumni and associates at local institutions.

Other responsibilities include collaborating with other university administrative offices including Finance, Facilities, University Communications, and the academic departments (centers, institutions and programs). From time to time, the position liaisons with outside organizations hosting events on campus and supports the implementation of conferences and workshops. This position also support the Provost Office in ad-hoc project needs as a member of the support team from various other units that report to the Provost Office.

Responsibilities

- Coordinate the daily operation of the Events Program office which includes maintaining event planning and workforce schedules, and activity reports, processing financial reimbursement, preparing office staples, and managing the budget and financial reporting;
- Assist the Director in organizing (planning, promoting, implementing and closing-out) events and receptions, and supporting conferences, seminars and workshops held by university academic centers, programs and institutes;
- Provide necessary logistical support for guest speakers and honorary visitor from the office, including but not limited to developing visit schedule, preparing invitation letters as needed and/or liaise seamlessly with the Faculty Services Office to gain the needed travel support for larger events;
- Support in troubleshooting event permissions and reporting for government approvals as needed;
- Propose and deliver the ideas to improve the impact of the Events Program to the NYU Shanghai community and a wider audience;

- Oversee and execute current effective procedures of the office while continually reviewing and developing them to maintain effectiveness in office process needs;
- Handle sensitive and potentially confidential information with the highest integrity and care as it may relate to high profile guests or other significant persons being invited;
- Should hold a familiarity with using social media both in communications methods as well as advertising needs; be prepared to use these skills to impute promotional text onto the university website and announcements; coordinate production of posters;
- Provide interpretation and translation as required;
- Supervise and coordinate with student workers and interns;
- Other tasks assigned by the department, such as liaising with relevant institutions in China, researching and guest support.

Qualification

- **Required Education**

- Bachelor's degree required, advanced degree preferred.

- **Required Experience**

- At least 2 years' hands-on experience in administrative support and/ or events planning and coordination;
- Prior experience with videotape recording, multicultural work and higher education environments, and executive administration preferred.

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

- Well organized, details and service oriented;
- Excellent organizational, interpersonal, and administrative skills;
- Ability to work independently and work cooperatively in a team;
- Ability to work well with people at all levels within and outside the organization;
- Excellent communication skills, both written and verbal in English and in Chinese;
- Advanced PC and/or Mac skills (including advanced Excel, PowerPoint, Design software, database Applications and Internet research skills);
- Demonstrated ability to prioritize, work under pressure and meet deadlines;
- Ability to exercise sound judgment and solve problems while interacting with individuals at all levels;
- Basic knowledge of Word Press, HTML and webpage applications preferred.