Job Description –
Intern, Center for Business Education and Research (CBER)

About CBER

NYU Shanghai Center for Business Education and Research (CBER) aims to promote innovative research on China-related business and to inspire academic collaboration among industry leaders, business faculty and students through a variety of co-curricular activities. A distinctive feature of CBER is a robust research environment, one that supports interdisciplinary studies in business, liberal arts and sciences. It also provides a varied, multicultural learning environment that gives students and scholars a global edge and a unique competitive advantage.

Responsibilities

- Contribute content across English and Chinese for CBER’s Marcom channels (Website, WeChat, Linkedin, etc.) about the center’s insights, events and programs. Help develop promotional materials and brochures, such as brochures, presentations, and other materials;

- Provide support to the development of online lecture series with business topics, including but not limited to preparing project checklist, reserving video filming venue, coordinating filming agenda with external agencies, drafting and translating subtitles and etc.;

- Help coordinate logistics for programs and events with internal staff and outside vendors, such as making reservations with vendors and venues, scheduling attendees and speakers, preparing program documentation, taking event pictures on the ground, designing posters/flyers and etc.;

- Assist in the preparation of administrative reports. Process financial administration responsibilities including collecting invoices/receipts, recording project expenditures and creating reimbursement requests;

- Book travel arrangement and provide general support to visitors by serving as primary point of contact, setting up the visitor’s office if necessary and coordinating the visitor’s local transportation and travel arrangements;

- Record and maintain multi-type of data in relation to business connections, events, research activities or so.

- Other tasks assigned.
Qualifications

Required Education, Experience, Knowledge, Skills, and Abilities

- Fluent in Chinese and English, and good at one or more of the following areas preferred: writing, webpage content management, photo shooting, or video filming;
- Knowledge of global and domestic social media sites (WeChat, Weibo, Facebook, LinkedIn, Instagram or so.);
- Skilled in Microsoft Office software kit or Google applications. Know how to use design and website-editing tools, or social media platforms would be a plus;
- A customer oriented “people-person”, outgoing, creative and energetic. Pleasant and positive personality;
- Attention to details and process, strong on following up tasks, and ability to adhere to deadlines;
- A team player.