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Assistant Director, Fubon Center

2020-7347

3 weeks ago

US-NY-New York **Department** Fubon Center for Technology, Business, and Innovation **School/Division** Stern School of Business (SB1071)

Compensation Grade Band 52 **Union** N/A **FT/PT** Full-Time **Category** Academic Program Support

Position Summary

NYU's prestigious Leonard N. Stern School of Business has a challenging and exciting Assistant Director opportunity for its Fubon Center for Technology, Business and Innovation. The Assistant Director will cultivate and maintain essential business relationships with external constituencies, as well as potential funders and alumni, to promote the Fubon Center's mission and increase visibility. The selected candidate will manage and organize events and activities sponsored by the Center, including high-level, large-scale conferences and several smaller events and activities. The Assistant Director will plan, draft and execute digital and traditional marketing and communications efforts for the Center. S/he will determine themes, messaging and design for the Center's website and social media platforms. Additional duties will include: creating and managing the annual budget, drafting and designing research grant application processes, as well as evaluating the effectiveness of the Center's various communication efforts.

Qualifications

Candidates will have a Bachelor's degree and 3+ years of experience in developing web content, digital marketing, and event-planning, or the equivalent combination of education and experience. Excellent organizational, interpersonal and communication skills are crucial. Strong customer service and the ability to interface with senior-level stakeholders is required. The selected candidate will be a results-driven self-starter who can work on multiple projects with various deadlines. Relevant program support experience, including planning special events and activities, community building, and outreach is essential. Candidates with prior academic or professional experience in technology and innovation are preferred. Knowledge of website design, social media platforms, and University financial systems, such as UDW+ or similar, would be preferred but not required.

Additional Information

New York University Stern School of Business, located in the heart of Greenwich Village and deeply connected with the City for which it is named, is one of the nation's premier management education schools and research centers. NYU Stern offers a broad portfolio of transformational programs at the graduate, undergraduate and executive levels, all of them enriched by the dynamism and deep resources of one of the world's business capitals. NYU Stern is a community that fosters inclusion, belonging, diversity and equity, and inspires its members to embrace change in a globally changing world. We offer a collegial and supportive culture, an excellent benefits package, which includes NYU tuition reimbursement, generous vacation, health, and retirement plans. For more information about working at NYU and to apply for this position online (2020-7347) please visit our web site at: <http://www.nyu.edu/about/careers-at-nyu.html>. In your cover letter, please indicate where you learned about this opportunity. We accept online applications only.

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