

Senior Coordinator for Academic Outreach

LOCATION: Shenzhen, China

SALARY: Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

JOB PURPOSE: Recruit students into and counsel students in the Georgia Tech - Shenzhen Transient Students program – these are students from other U.S. universities who are U.S. citizens or U.S. permanent residents wishing to study abroad with the Georgia Tech academic programs in Shenzhen for one semester and transfer credits back to their home institution.

IMPACT & INFLUENCE: This position will interact on a consistent basis with: prospective transient students, admitted transient students, Georgia Tech Undergraduate & Graduate Admissions Offices, and Registrar's Office at other U.S. institutions.

KEY RESPONSIBILITIES:

- Inform, engage, build and maintain relationships between GTSI and international offices and Registrar's offices at other U.S. universities.
- Cultivate an expert working knowledge of transfer equivalencies from Georgia Tech to partnering U.S. universities.
- Collaborate with the GTSI Student Recruitment and Marketing team to create promotional materials aimed at the U.S. transient student population.
- Contribute content to Georgia Tech - Shenzhen's website, Twitter, Facebook, Instagram, YouTube, and LinkedIn presence to attract transient students.
- Conduct regular online transient student information sessions.
- Counsel prospective students on the transient application process, Georgia Tech academic policies, and course availability at the Shenzhen campus.
- Conduct online transient student orientation sessions before they travel to Shenzhen.
- Assist transient students with paperwork required by the Registrar's office of their home institution for transfer credit evaluation when needed.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational Requirement: Master's Degree from an accredited university in the U.S. or Canada.
- Required experience: At least three years of experiences in an international higher education setting, especially in areas related to public relations, recruitment, marketing, admissions, counseling or advising.

BILINGUAL LANGUAGE SKILLS:

This position requires **strong** communication skills in English - reading, writing, and speaking. For the job application, cover letter and resume must be provided in both English and Chinese.

Faculty Support Coordinator

LOCATION: Shenzhen, China

SALARY: Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

JOB PURPOSE: Provides a wide range of general administrative support services to assigned faculty members.

IMPACT & INFLUENCE: This position will interact on a consistent basis with: assigned faculty members and other staff members in administration and finance function areas.

KEY RESPONSIBILITIES:

- Process correspondence, reports, and other documentation for faculty.
- Plan meetings and events for faculty to include scheduling, reservations, logistical arrangements, etc.
- Photocopy or scan class materials as requested by faculty.
- Prepare and submit materials, supplies, and equipment orders for faculty.
- Make travel arrangements for faculty.
- Assist faculty to prepare travel reimbursement paperwork; faculty are responsible for obtaining the necessary receipts.
- Assist faculty to track expenditures in their institute accounts.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational Requirement: Bachelor's Degree.
- Required experience: Not applicable.
- Preference is given to those who have demonstrated knowledge or experience with US and China educational systems and cultures

BILINGUAL LANGUAGE SKILLS:

GTSI is an international community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required for this position. For the job application, cover letter and resume must be provided in both English and Chinese.

Coordinator, Office of Finance & Assets Management

LOCATION: Shenzhen, China

SALARY: Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

JOB PURPOSE: Perform basic accounting related duties in support of the Institute's accounting functions.

IMPACT & INFLUENCE: This position will interact on a consistent basis with: faculty, staff, students, vendors.

KEY RESPONSIBILITIES:

- Review the document and process of payment; compile and verify accuracy and validity of accounting data; resolve discrepancies.
- Prepare reconciliations of various financial data.
- Participate in budget preparation, collection, amendment and analysis.
- Participate in asset management and prepare asset reports as needed.
- Assist in conducting operational reviews to determine compliance with applicable policies and procedures, as well as legal requirements.
- Assist in evaluating the adequacy of internal controls and make recommendations for revision as required.
- Provide information, documentation, and answers to external audit requests.
- Assist with the preparation of financial schedules and reports.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational Requirement: Bachelor's degree in Accounting, Business, Finance, or related field.
- Required experience: At least two years of job-related experiences.

BILINGUAL LANGUAGE SKILLS:

This position requires direct communication with English-speaking members of the campus community. Proficiency in Chinese and English communication (reading, writing, and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.

General Affairs Coordinator

LOCATION: Shenzhen, China

SALARY: Highly competitive and commensurate with qualifications and experience and in accordance with the salary system of GTSI.

JOB PURPOSE: Provide office support services within the institute to include scheduling meetings and events; organizing and preparing correspondence, reports, and other documentation; file maintenance, and related administrative activities.

IMPACT & INFLUENCE: This position will interact on a consistent basis with unit management and staff, vendors, and office visitors.

KEY RESPONSIBILITIES:

- Serve as a liaison with various institute offices in support of the overall GTSI operations.
- Coordinate with Institute units to organize meetings, events, and reception activities.
- Maintain and update databases regarding institute records storage and retrieval.
- Organize and archive GTSI policies and procedures.
- Prepare and present summary information and briefing documents to senior management.
- Support senior management with official correspondence and communications including letters, emails, speeches, presentations and acknowledgments.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational requirement: Bachelor's Degree or above.
- Required experience: At least one years of job-related experience.

KNOWLEDGE, SKILLS & ABILITIES:

This position requires direct communication with English-speaking members of the campus community. Proficiency in Chinese and English communication (reading, writing and speaking) is required. For the job application, cover letter and resume must be provided in both English and Chinese.