

Academic Program 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 administrative and logistical support to students and academic programs. Serve as an information source in such areas as policies, procedures, activities and programs involving campus life.

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

KEY RESPONSIBILITIES:

- Respond to inquiries from students (in person, phone, email and social media) regarding a variety of issues such as visa, arrival procedures, lodging, tuition and fee payment, banking, telecom, transportation etc.; refer to other areas as appropriate.
- Coordinate student related services and activities with Georgia Tech or Tianjin University as needed.
- Generate reports related to student activities and educational outcomes.
- Assist students in case of illness or emergency.
- Update student records and files.
- Ensure classrooms and A/V equipment are in good working order.
- Print/photocopy class materials upon request from instructors.
- Assist with hiring, training, supervising, and evaluating student assistants.
- Perform general clerical duties such as preparing mass mailings and maintaining office supplies.
- 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:

This position requires direct communication with international students, faculty members and administrators. 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.

(Senior) Coordinator for Mental Health

The title of Coordinator or Senior Coordinator will be commensurate with qualifications and experience.

LOCATION: Shenzhen, China

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

JOB PURPOSE: Promote overall well-being on campus and coordinate student mental health initiatives and services.

IMPACT & INFLUENCE: This position will interact on a consistent basis with: students, the campus community, and external mental health providers.

KEY RESPONSIBILITIES:

- Promote awareness of mental health issues on campus to reduce stigma around mental health; serve as a resource and advocate for well-being on campus.
- Develop and implement programs and initiatives for psychoeducation such as mental health workshops, de-stress and relaxation activities.
- Develop, distribute, and analyze wellness surveys.
- Administer assessments including mental health screening and conduct evaluations related to student accommodations.
- Develop and implement mental health crisis protocols and train staff to respond to students in crisis.
- Provide referrals to students needing psychotherapy services.
- Provide individual case management services for at-risk students and conduct regular mental-health check-ins with such students.
- Maintain and secure confidential records regarding student mental health.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational Requirement: Master's degree in psychology, social work, mental health counselling, or a related social science discipline.
- Required experience: At least one year of work or practicum experience in the counselling field.

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.

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, and 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 a related field.
- Required experience: At least two years of job-related experience. Preference is given to candidates who have prior work experience in accounting or auditing positions with public institutions or entities.

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, a cover letter and resume must be provided in both English and Chinese.

(Senior) Brand Communications Coordinator

The title of Coordinator or Senior Coordinator will be commensurate with qualifications and experience.

LOCATION: Shenzhen, China

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

JOB PURPOSE: Work alongside GTSI's creative strategy team to amplify GTSI's identity and reputation.

IMPACT & INFLUENCE: This position will interact on a consistent basis with: students, faculty, staff, alumni and external entities.

KEY RESPONSIBILITIES:

- Assist in the formation of creative concepts and ideas for brand communication across various channels.
- Identify and research market trends and opportunities to generate analysis and insights to facilitate brand communication.
- Plan events, activities, campaigns, and collaborations that are conducive to enhancing GTSI's brand reputation and impact.
- Work with multi-media designers and agencies to create quality brand assets.
- Support GTSI's public relations efforts.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational Requirement: Bachelor's Degree, preferably in Journalism, Creative Media, or Marketing Communications.
- Years of experience required for this job: At least three years of experience with a track record in PR and brand communications.

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, a cover letter and resume must be provided in both English and Chinese.

Social Media Coordinator

LOCATION: Shenzhen, China

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

JOB PURPOSE: The Office of Communications & Public Affairs at GTSI is seeking a Social Media Coordinator as part of our creative strategy team, that works on GTSI's flagship social media accounts, official website, institute journals, and the overall content development for GTSI communication affairs.

IMPACT & INFLUENCE: This position will interact with: students, faculty, staff, vendors and other external entities.

KEY RESPONSIBILITIES:

- Contribute to monthly editorial pitches and content production for different GTSI social accounts and channels.
- Administer designated social accounts, using a data-driven approach to crafting creative content, visuals, social campaigns, and marketing messages for effective storytelling.
- Assist in the preparation of communications materials, including but not limited to institute journals, brochures, press releases, videos, and photography.
- Conduct research, analysis, and action plans for strategic marketing across all communications avenues.
- Coordinate efforts with other GTSI Offices and teams in support of different communications needs and initiatives.
- Perform other related duties as required.

EDUCATION & EXPERIENCE:

- Educational Requirement: Bachelor's Degree, preferably in Journalism, Creative Media, or Marketing Communications.
- Years of experience required for this job: At least two years of experience with a track record in content creation, social media operations, and strategic marketing.

KNOWLEDGE, SKILLS & ABILITIES:

This job requires a high level of comfort utilizing graphic design and video-editing tools (Adobe Illustrator, Photoshop, Premiere, etc.). 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, a cover letter and resume must be provided in both English and Chinese.

Compliance Coordinator

LOCATION: Shenzhen, China

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

JOB PURPOSE: Assist in monitoring institute and employee compliance with all applicable laws, rules, regulations, and guidelines.

IMPACT & INFLUENCE:

This position will interact on a consistent basis with students, faculty, staff, vendors, external counsel, and related entities.

KEY RESPONSIBILITIES:

- Serve as principal source of information on applicable rules, laws, guidelines, policies and procedures.
- Maintain current knowledge, communicate changes and serve as an educational resource of compliance-related regulations.
- Conduct training to new and existing employees regarding current and new compliance regulations.
- Collect and review compliance data across the institute.
- Write and prepare compliance reports for institute management.
- Evaluate and identify areas of significant business risks.
- Identify and report general compliance issues that may arise through the work process.
- Coordinate with external auditors, lawyers, and other professionals to manage compliance activities.
- Assist in creating the annual compliance and quality plans.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE:

- Educational Requirement: Master's degree graduate in law, legal studies, risk management, or a related field.
- Required experience: At least two years of job-related experience. Prior experience in compliance operations within multinational organizations is preferred.

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, a cover letter and resume must be provided in both English and Chinese.