

Asian Demographic Research Institute, Shanghai University –
Administrative position

Position Type:

Employment type: under contract

Position category: managerial position

Recruitment channels: on and off campus

Position: administrative and communications executive

Number of vacancies: one

(The search for candidates will remain open until the position is filled)

Position requirements (Fulltime):

Education degree: master's degree

Age requirement: under 45

Job responsibilities:

Asian Demographic Research Institute (ADRI) at Shanghai University are dedicated to becoming a platform for demographic research, training, and academic communication in China and Asia, which will fulfill its function as the headquarter of the Asian MetaCentre for Population and Sustainable Development Analysis.

The Asian MetaCentre was established in 2000 with funding from The Wellcome Trust, UK. The MetaCentre was constituted through a collaborative effort between the International Institute for Applied Systems Analysis (IIASA), Austria, the Asia Research Institute (ARI) at the National University of Singapore; and the College of Population Studies (CPS), Chulalongkorn University, Thailand..

ADRI became the new headquarters of the MetaCentre in 2016, and is responsible for the Center's network and related projects. To develop the MetaCentre, ADRI needs to recruit an administrative and communications executive, who will have the following responsibilities:

1. Responsible for management, development and liaison of the Asian MetaCentre for Population and Sustainable Development Analysis with its member institutes and other relevant agencies and organizations.
2. Responsible for maintaining the website of the Asian MetaCentre for Population and Sustainable Development Analysis.
3. Assist in planning, organizing and implementing meetings and trainings of the Asian MetaCentre for Population and Sustainable Development Analysis.
4. Help with other works of the Asian MetaCentre for Population and Sustainable Development Analysis.
5. Complete other tasks as assigned.

Job requirements:

1. Master's degree or above with relevant academic background (e.g., social science, administrative management). Experience in demography or sustainable development research is preferred.
2. Excellent English writing skills and communication skills, and experience using computer software like MS Office. Overseas studying and working experience are preferred.
3. Good health, diligent work ethic, a sense of responsibility, proactive, ability to work well in a team, ability to coordinate multiple projects with various parties.

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