

Position: Events Coordinator**Qualifications/job description:**

The Events Coordinator will assist in tasks relating to research projects within the institute, as well as with internal administrative needs. This position requires good educational standing; excellent writing and communication skills; close attention to details; ability to work under pressure and in a fast-paced environment; demonstrable initiative, creativity, and flexibility; ability to work independently as well as effectively in groups; and strong interpersonal & organizational skills.

Previous experience organizing and coordinating public events is desirable. Previous work experience within The New School is plus.

Student will assist in coordination of events such as conferences, symposia, public lectures and film screenings. Duties may include creation of promotional materials and communication with university and external populations, maintenance of events' calendar and website, coordination of speakers, development and maintenance of databases/ mailing lists, outreach to outside vendors and companies on behalf of the ICI, liaising with university offices such as Career Services, Audio-Visual, and Catering, and scheduling rooms for events.

Both graduate and undergraduate students are welcome to apply. Compensation commensurate with experience.

If interested, please email your resume and cover letter by Tuesday, April 15, 2014 to houg@newschool.edu. Only successful candidates will be contacted for an interview within the following 2 weeks. Successful applicant will be required to attend training in beginning of May.

About the India China Institute:

The India China Institute (ICI) fosters study, research, and connections amongst India, China, and the United States. Based at The New School in New York City, ICI is a hub of international network of people, institutions, and activities that:

- Nurtures a growing community of scholars and experts on India and China
- Supports innovative research on India and China, their interactions, and joint impact on the world
- Promotes new ways of teaching about India and China at The New School and its institutional partners
- Serves as public resource through its interactive website and public events

Established in 2005 with a generous gift from the Starr Foundation, the Institute has since received several multi-year grants from prominent foundations.