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Job Description – Media Center Webmaster

Department: Media Center Reports to: Person in Charge of Media Center

**Position Summary**

* Lead the construction work of school website; build the management system of school website.
* Take charge of website maintenance and update; guide the work of each subordinate page.
* Take charge of the updating of school official Wechat and Weibo.
* Assist in the planning and development of all kinds of large-scale promotional activities.
* Fulfill other urgent tasks when required by school.

**Qualification**

* Master degree or above, major in computer or web design.
* At least one year experience of website management.
* Strong sense of responsibility and ability to working under pressure, strong organization and coordination ability.
* Outstanding English ability of writing and speaking.

**Preferred Qualification**

* Oversea study, relevant working background
* Independent ability of taking charge professional and large scale project.

**岗位- 媒体中心网络运营专员**

部门：媒体中心 汇报：媒体中心负责人

**岗位职责：**

1. 牵头学校网站建设工作，搭建全校网站管理系统。
2. 负责官网主页维护及内容更新，指导各下级页面工作。
3. 负责学校官方微博\微信等社交媒体更新。
4. 协助部门各类大型宣传活动的策划与开展。
5. 在需要时完成学校的其他紧急任务。

**聘任条件：**

必备条件

1. 硕士及以上学位，计算机\网页设计类专业；
2. 至少1年网站运营管理经验；
3. 责任心强\抗压能力强，有较强的组织、协调能力；
4. 优秀的英语书面及口语表达能力。

优先条件

1. 有海外留学、相关工作背景者优先考虑；
2. 有独立承担相关专业大型项目者优先。