****

**Job Description – External Relations Coordinator**

Department: University Affairs Report to: Director of University Affairs

 **Position Summary**

* Maintain good relations with Government affairs, domestic and foreign universities and other education institutions and etc.
* Schedule department training. Seek improvement of department professional capacity.
* Overall administrative coordinating ER’s daily tasks.
* Overall administrative coordinating of university leadership assistant team.

**Qualification**

* Master’s degree or above in management or related.
* University foreign affairs management experience.
* High Professional ethics and coordination ability.
* Excellent fluency in both oral and written English

**Preferred Qualification**

* Excellent International work experiences
* Excellent university foreign affairs management experience

**岗位书 - 对外关系中心主管**

部门：校办公室 汇报：校办主任

**岗位职责：**

1. 做好对外关系联络。维持与政府部门、高校、国内外教育机构等沟通交流。
2. 做好中心人员业务培训计划，寻求并提升中心业务能力提升空间。
3. 做好中心整体的工作任务协调与分工。
4. 做好中心兼职校领导助理团组任务职务协调与分工。

**聘任条件：**

必备条件

1. 硕士及以上学位，管理学及相关专业；
2. 具有相关外事工作经验；
3. 坚持原则，廉洁奉公，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） 优秀高校外事工作经验优先考虑。