**岗位说明书——实验科研中心主任**

所属部门：教学部（实验科研中心） 汇报机制: 学术副校长

**岗位职责：**

1. 负责学校实验科研中心的行政管理、预算编制、人员调配、实验教学管理、各类数据管理等全面行政工作；
2. 负责中心各类实验室的规划、发展、建设和运行以及各类设备的采购工作；
3. 负责协助教师开展各类教研和科研工作以及各类科研基金的申请；
4. 负责中心对外联络的产学研合作事宜；
5. 协助教研和科研项目相关文本材料的撰写，收集，翻译等工作；
6. 完成上级指派的其他任务。

**聘任条件：**

**必备条件：**

1. 博士学位, 生物学、化学及相关专业背景；
2. 5年以上高校相关实验室负责人工作经验；
3. 具备丰富的高校科研经验，能独立承担科研项目；
4. 优秀的中英双语书面及口语表达能力；
5. 具备优秀的人际交往能力，能接受加班工作。

**优先条件：**

1. 有博士后经历优先。

**Job Description - Director of Lab & Research Center**

Department: Lab & Research Center for AA Report to: VCAA

**Responsibilities:**

1. In charge of the center’s daily operation include administration, budget, personnel, teaching, and data management and so on.
2. In charge of the labs’ planning, development, construction, operation and equipment purchasing.
3. Responsible for assisting faculty with teaching and research and application of fund.
4. Responsible for external contact and industry-university-research cooperation.
5. Assist to compose, collect and translate text materials of teaching and research programs.
6. Other work assigned by university leadership.

**Qualification:**

**Required:**

1. PHD degree in Biological, Chemistry or relevant education background.
2. More than 5 years working experience in university lab director position.
3. Experienced in university research and able to manage research program independently.
4. Excellent fluency in both oral and written communication in English and Chinese.
5. Excellent inter-personal skills and available for working overtime.

**Preferred:**

1. Post-Doctoral experience preferred.