



温州肯恩大学  
WENZHOUE KEAN UNIVERSITY

## 岗位说明书——教学部

### 教学管理专员

所属部门：教学部

汇报机制:教学部负责人

#### 岗位职责：

1. 负责教学部资产的管理和协调；
2. 负责教学部预算的编制和管理；
3. 负责教学部档案的归档和管理；
4. 负责教学部本科招生片区的招生工作；
5. 负责教学部毕业典礼统筹、考勤和部门例会事宜；
6. 领导交办的其他任务。

#### 必备条件：

1. 硕士及以上的学位；
2. 具有一定的预算编制和档案管理能力；
3. 有优秀的中英文口语及书面交流能力，能胜任对外交流沟通工作；
4. 热爱高校工作，能胜任加班及在高强度工作环境下完成多项任务。

#### 优先条件：

1. 有中外合作大学或海外求学经验经历者优先
2. 有在高校档案管理或教学管理经验的经历者优先



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## **Job Description - Academic Management Specialist**

Department: Academic Affairs

Report to: Associate Director

### **Responsibilities:**

1. Manage and coordinate the assets in department;
2. Compile and manage the budget;
3. Fill and manage archives;
4. Take the admission related work of department;
5. Attend commencement arrangement, attendance record and regular meetings of department;
6. Other tasks allocated by supervisors.

### **Required Qualification:**

1. Master degree or above;
2. Have a certain ability of budgeting and archives management;
3. Good level of English and Chinese proficiency with fluent speaking and writing ability, capable of external communication work;
4. Motivated to work at university context, and capable to work under high pressure.

### **Preferred Qualification:**

1. Study experience in Sino-foreign cooperative university or oversea educational background is preferred;
2. Relevant working experience in archives administration or teaching management in higher education institutions or organizations is preferred.