



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

## 岗位说明书 – 书院导师

所属部门：学生事务部 汇报机制：部门负责人

### 岗位职责：

书院导师依托学生公寓阵地，主要负责学生的思想品德教育和日常管理服务工作，需入住学生公寓，每位书院导师需负责一栋住宿楼约 200 名学生。包括如下的具体工作职能：

1. 掌握学生日常动态，对学业、心理、行为等存在问题的学生进行个体关注；
2. 配合住宿服务专员做好新生寝室安排、毕业生退宿等工作，调解学生寝室矛盾，办理日常住宿变动；
3. 管理与指导书院导师团队开展学生服务和支持的工作；
4. 开展宿舍安全卫生检查及安全教育相关活动；
5. 实施公寓管理规定，并按照规定进行违纪处理，联络学校行为规范办公室；
6. 举办公寓文化活动、组织开展教育服务类活动，建立学习型的社区；
7. 配合资助办公室完成评优评奖、困难学生认定等工作；
8. 与物业、后勤等部门沟通协调解决公寓设施设备问题，为学生提供良好的住宿生活环境；
9. 轮流值班处理突发事件；
10. 完成学校交办的其他工作。

### 必备条件：

1. 硕士及以上学位；
2. 具备良好的中英文书面及口头表达能力；
3. 具有较强的责任心，做事积极主动，以及较强的组织能力；
4. 具有较好的沟通协调能力和多任务并行处理能力，能够承受一定的工作压力；
5. 能够处理紧急状况和特殊案例；
6. 原则上需在本岗位上至少三年。



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## Job Description - Residence Hall Director

Department: Student Affairs

Report to: Director

### **Responsibilities:**

**Residence Hall Director** (RHD) is a live-in position and responsible for the Moral education of students and daily management services, each RHD is responsible for 200-300 residents of the designate residence hall. RHDs have the following responsibilities:

1. Provide individual support to students with problems in academic performance, psychology and behaviors;
2. Cooperate with Housing Services Specialist to arrange accommodation for freshmen and check out for graduates; Mediate roommates' conflicts and handle daily accommodation changes;
3. Guide and supervise the Resident Assistant team;
4. Conduct health and safety inspection and safety education ;
5. Implement the Community Standards and Procedures, deal with violations; Serve as a liaison to the conduct office;
6. Create programs to build living and learning community;
7. Cooperate with the Financial Aid Office to complete the evaluation of awards, and identify students with financial difficulties;
8. Communicate and coordinate with property management company and logistics departments to solve the facilities problems of the residence halls and provide a safe and well-equipped living environment for students;
9. Be on duty in turn to deal with emergencies;
10. Perform other duties as assigned by the supervisor;

### **Required Qualification:**

1. Master or higher degree;
2. Good command of English and Chinese;
3. Strong sense of responsibility and initiative, and good organizational skills;
4. Good interpersonal and liaison skills, and an ability to lead a team to work on multiple tasks under pressure;
5. Ability to handle emergencies and special cases;
6. Three-year residence is required of this position in the residence hall.