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**Job Description –Associate Director of University Affairs**

Department: University Affairs Report to: University Affairs Director

 **Position Summary**

* Manages the affairs of External Relations Office and maintains effective communication and cooperative working relationships with other WKU offices, and President’s Office at Kean, USA as well.
* Develops overall plans for WKU leaderships and colleagues to travel abroad on Official Business Leave, coordinates travel approval procedures and overseas accommodation arrangements.
* Manages correspondence with relevant national, provincial and municipal leaderships and delegations from other superior authorities or partners; Directs appropriate reception for their visits.
* Manages correspondence with U.S. Consulate General, Shanghai and leaderships of Kean, USA, along with other well-known colleges, enterprises and institutions.
* Coordinates counterpart offices to manage appropriate accommodations and foreign affairs activities for visiting foreign guests; Directs appropriate reception for their visits.
* Strengthens the internal management and cultural construction of External Relations Office; Supervises office staff to reinforce professional development.

**Preferred Qualification**

* Master degree or above;
* Over 5 years’ education related working experience;
* CET6 or higher level with excellent fluency in both oral and written English;
* Sincere, enthusiastic, outgoing and good at communication;
* Highly organized and disciplined;
* Excellent management and organizational skills.
* Ability to travel internationally;
* Proven records of supervision skills;
* Event planner.

**Preferred Qualification**

* Overseas study experience and relevant working background are preferred.

**岗位书 - 校办公室副主任**

部门：校办公室 汇报：校办主任

**岗位职责：**

1. 全面主持对外关系中心工作，协调本部门与各职能部门的工作关系，协调本部门与美肯校长室的工作关系
2. 制定领导、员工因公出国计划，统筹协调因公出国团组审批手续的办理及境外食宿行的安排。
3. 统筹协调国家和省、市有关部门及省内外兄弟院校、机构来访的联络和接待工作。
4. 统筹协调美国驻上海总领事馆、美国肯恩大学高层领导及世界名校、知名企业、机构重要代表团来访联络和接待的工作。
5. 协调学校对口部门贯彻落实外宾联络人负责制，确保对口接待的部门妥善安排来访外宾在温期间的食宿行、组织好相关外事交流活动。
6. 强化本部门内部管理和文化建设，督促部门人员进行必要的知识更新和专业技术培训等。

**优先条件**

1. 硕士及以上学位；
2. 5年及以上教育工作经历；
3. 大学英语6级以上，有较强中英文书面和口头表达能力；
4. 为人真诚、热情，擅于交流；
5. 具有高度的组织性和纪律性；
6. 有很强的管理、组织协调能力;
7. 能够赴全球公务出差；
8. 能提供有管理经验的相关佐证记录；
9. 有活动策划能力。
10. 有海外留学经历、相关工作背景。