**Job Description–Physical laboratory specialist**

Department: Lab Center of Academic Affairs Report to: Lab Manager

**Responsibilities:**

1. Assist Professors to carry out lab teaching tasks and instruct students to organize the experimental operation.
2. Be responsible for preparation and maintenance of the equipment and appliance, and organization of lab materials and equipment.
3. Be responsible for the safety management of physics lab, attend and assist the regular safety inspection of the university inspection group.
4. Assist the lab manager to construct and develop science lab.
5. Develop and improve laboratory safety regulations and other regulations such as laboratory operating record, laboratory valuable equipment use record.
6. Train and supervise student assistants to help lab assistants deal with daily tasks in laboratories.
7. Be responsible for daily laboratory operating record.
8. Be responsible for inventory, ordering, inspection and record of laboratory reagents, materials and other consumables.
9. Complete other tasks of Academic affairs.

**Qualifications:**

Required Qualifications:

1. Master degree or above in Physical education background.
2. Excellent fluency in both oral and written communication in English and Chinese.
3. Excellent inter-personal skills and available for working overtime.

Preferred Qualifications:

1. With working experience in research and experiments enjoys priority.
2. Have relevant working experience in university or educational setting enjoys priority.
3. Working experience in Sino-foreign cooperative university or enterprise, or with overseas experience enjoys priority.

**岗位书 – 物理实验专员**

部门：教学部（实验中心） 汇报：教学部实验负责人

**岗位职责：**

1. 协助外教进行物理实验课教学和指导学生实验操作；
2. 负责物理实验室仪器的保养维护，教学器具的准备维护，以及物理实验室材料和设备的整理；
3. 负责物理实验室的安全管理工作，参与并配合学校安全巡查组的检查；
4. 配合实验室负责人建设和发展学科实验室；
5. 制定并完善物理实验室安全管理条例，例如实验室运行记录、贵重设备仪器使用制度；
6. 培训并监督学生助理协助实验室管理员处理实验室与其他办公日常事宜；
7. 负责物理实验室日常使用的登记记录；
8. 负责实验室试剂、材料、耗材的清点、订购、验收与记录；
9. 完成领导交办与部门的其他工作。

**招聘条件:**

必备条件：

1. 硕士及以上学位, 物理学专业背景；
2. 优秀的中英双语书面及口语表达能力；
3. 具备优秀的人际交往能力，能接受加班工作。

优先条件：

1. 有实验、科研经验者优先；
2. 有高校或相关教育机构工作经验者优先；
3. 有中外合作院校或企业工作及海外经验者优先。