**Job Description–Experimental specialist**

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

**Responsibilities:**

1. In charge of the operation of all the research programs of laboratory.
2. Assist faculty to carry out research programs like preparing application materials, claiming of expenditures and so forth.
3. Responsible for the external liaison and cooperation of research programs of college of Science and Technology.
4. Assist faculty to do the paper work of research programs including collecting, translating, writing relative literature, etc.
5. Take care of the experimental animals and plants needed for classes and researches.
6. Other work assigned by university leadership.

**Qualifications:**

Required Qualifications:

1. Master degree or above in Biological 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 – 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. 负责实验室所有教研和科研项目的具体运作；
2. 协助外教开展教研和科研实验，准备申报材料、采购报销等事务；
3. 负责理工学院教研和科研项目的对外联络和产学研合作事宜；
4. 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；
5. 负责饲养和培养教研和科研所需的植物和模式动物；
6. 完成上级指派的其他任务。

**招聘条件:**

必备条件：

1. 硕士及以上学位, 生物学专业背景；
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。