**Job Description –College Assistant**

Department: Academic Affairs (College of Science & Technology) Reports to: Dean & VCAA

**Responsibilities:**

1. Provide services and help for students and faculty to ensure the quality of ST academic offerings.
2. Follow the guidance from the Ministry of Education and the Department of Education of Zhejiang Province, coordinate and work closely with ST, Kean Union on the approval process of upcoming ST new programs.
3. Coordinate and work closely with Scheduling Team in Academic Affairs Office and ST in Kean Union on promoting curricular and academic personnel planning.
4. Coordinate and work closely with Admissions Office on freshmen recruitment.
5. Coordinate and work closely with relevant coordinators on major-relevant issues.
6. Other work assigned by university leadership.

**Qualifications:**

Required Qualifications:

1. Master degree or above, majored in Science and Technology or other relevant fields.
2. At least two years’ working experience.
3. Excellent fluency in both oral and written communication in English and Chinese.
4. Excellent inter-personal skills.

Preferred Qualifications:

1. With Biology, Chemistry or Environment Science educational background enjoys priority.
2. Have relevant working experience in university or educational setting enjoys priority.
3. With working experience in enterprise or overseas experience enjoys priority.

**岗位书 –理工学院学院助理**

部门: 教学部（理工学院） 汇报机制：院长和学术副校长

**岗位职责：**

1. 为本院学生和教师提供教学相关咨询和服务以确保正常的教学秩序和优异的教学品质；
2. 遵循国家教育部和省教育厅的指导意见和相关要求，与美国肯恩大学理工学院紧密合作，推进完成我院今后新设专业的审批流程；
3. 与美国肯恩大学理工学院及我校教学部课程规划小组紧密合作，协助本院每个学年的排课及相关教职工招聘计划；
4. 协助招生办进行每年的招生活动；
5. 与相关专业负责人紧密联系，开展本学院专业发展
6. 领导安排的其他各项工作任务。

**招聘条件:**

必备条件：

1. 硕士及以上学位，理工科相关专业；
2. 至少2年的工作经验；
3. 优秀的中英双语书面及口语表达能力；
4. 具备优秀的人际交往能力。

优先条件：

1. 有生物、化学、环境科学教育背景者优先；
2. 有高校或相关教育机构工作经验者优先；
3. 有企业工作及海外经验者优先。