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**Job Description – Director of SCDC**

Department: Student Career Development Center

Reports to: Associate Vice-Chancellor of Academic Affairs

**Position Summary**

* Be responsible for center operation at all levels of administration, and coordinate with various university department especially with career offices back to Kean University USA,
* Be responsible for defining career service departmental policies and procedures,
* Be responsible for establishing a professional students career counseling team, and developing WKU Students Career Planning Curriculum and Four-Year Plan,
* Be responsible for coordinating with Provincial Education Department in terms of job placement issue for WKU graduates, and also be responsible for organizing campus job fair, Co. & University Seminars, and attending related meeting announced by Provincial Education Department,
* Be responsible for establishing strategic networking with national and international companies and institutes, in order to maintain and enhance the cooperation in student internship, practicum and job placement arrangement,
* Be responsible for establishing strategic networking with national and international higher education institutes, in order to facilitate students with opportunities in postgraduate studies.
* Be responsible for developing a digitalized system on one-stop students’ career services.
* Be responsible for coordinating issues for receiving international study abroad program students
* Be responsible for building up one-stop career services online
* Be responsible for developing services of on campus start-ups.

**Qualification**

* Master’s degree, or above, with at least 5 years working experience in human resources within national or international companies and institutes, or in global recruitment firms, or in relative student career services offices of higher education institutes, under the age of 45;
* Comprehensive understanding and master of job placement and entrepreneurship policies for college graduates in China, and systematic practice in Chinese College Graduate Career Prospects Studies, and also is familiar with overseas postgraduate admissions policies,
* Be able to communicate both in English and Chinese; is competitive in planning and implementation, and is equipped with basic knowledge and skills in general psychology,
* Capable for intense job environment.

**岗位职责-学生职业发展中心负责人**

所属部门：职业发展中心 汇报机制：教学助理副校长

岗位职责：

（1） 负责全中心行政层面的管理，并全面协调本中心与其他部门特别是美国肯恩大学相应职业发展部门的对接工作；  
（2） 负责制定学生职业发展相关政策及措施；  
（3） 负责建立专业的学生职业生涯咨询服务团队，开发温州肯恩大学学生职业生涯规划课程及四年规划；  
（4） 负责与省厅对接各项毕业生就业工作，并负责组织校园招聘会、校企需求通气会、及参与各类省厅毕业生就业相关会议等；  
（5） 负责与国内外各企事业单位建立并保持战略合作关系，为学生落实和开拓实习、见习、就业等机会；  
（6） 负责与国内外各大知名院校建立战略合作关系，为学生落实和开拓读研、读博等深造的机会；  
（7） 负责建立数字化学生职业发展一站式管理系统  
（8） 负责统筹协调国际项目生来温肯就读各项工作。  
（9） 负责建立数字化学生职业发展一站式管理系统  
（10） 负责开发学生创业创新服务。

招聘条件：

（1） 硕士研究生以上学历，在国内外企事业单位人力资源部门，或国际猎头公司，国内外高校学生职业发展相关部门至少有5年以上工作经验；  
（2） 对高校学生就业、创业等方面政策和规定有较全面的掌握，对中国高校毕业生就业调查有较深入的研究，并对海外高校的研究生和博士生招生政策有一定的解读；  
（3） 具备中英文双语交流能力，较强的组织协调能力和执行力，并具备基础心理学知识和技能；  
（4） 能胜任较高强度的工作。