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**Job Description – Educational Services Assistant**

Department: Student Affairs Office

Report to: Residential Life & Housing Coordinator

**Position Summary**

* Develop strategy and plan of residential academic support programs in residence halls.
* Execute current residential academic programs and develop academic support activities for the purpose of academic skill development.
* Work in conjunction with the RHDs to implement a living-learning environment in residence halls including orientation, transition, adaption and etc.
* Provide educational instruction and tutorial services to the residents.
* Coordinate the Faculty in Residence program with collaboration of Faculty.
* Liaison with the Office of Registrar, Academic Affairs, Colleges and Counseling Center to implement programs to help students with academic difficulties.

**Qualification**

* Master’s degree from an accredited college in education, counseling, instruction design or other related majors.
* Excellent fluency in both oral and written English.
* Strong coordinate and interpersonal skills to work with students, faculty and staff.
* Work as a team member and also a self-starter.
* Would like to work at nights and weekends when needed.

**Preferred Qualification**

* Working experience in higher education sector.
* Familiar with Chinese and American higher education systems.
* Overseas working or studying experience.
* Working experience of Sino-foreign cooperative running universities.
* Teaching working experience.

**岗位书 - 教育服务专员**

部门：学生事务部 汇报：住宿生活主管

**岗位职责：**

1. 制定公寓住宿学术支持项目的战略以及规划；
2. 执行现有的住宿学术支持项目并开发学术开发活动提高学生的学术技能；
3. 与学区专员合作，在公寓打造一个住宿学习的环境，包括入学教育、大学生活教育和适应性教育等；
4. 为学生提供教育教学和辅导服务；
5. 与教师合作，开展教师进公寓的项目；
6. 与教务部、教学部、学院以及心理咨询中心等合作，帮助学习有困难的住宿学生；

**聘任条件：**

必备条件

1. 硕士及以上学位，教育、咨询或课程设计或其它相关专业；
2. 优秀的英语书面及口语表达能力；
3. 具备较强的协调和人际沟通能力，能够与学生、教师和行政人员共同工作；
4. 既可以作为团队成员开展工作，也能够自主的开展工作；
5. 如工作需要，愿意在晚上或周末加班。

优先条件

1. 高等教育领域的工作经验；
2. 熟悉中美高等教育体系；
3. 海外学习或工作经历；
4. 中外合作大学工作经历；
5. 教学工作经历。