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**Job Description – Physical Specialist**

Department: Office of Academic Affairs(OAA) Report to: OAA Director

 **Position Summary**

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

**Qualification**

* Bachelor's Degree or above in physics or related fields. The working in Sino-foreign cooperative university and having overseas experience would be a bonus point.
* Excellent/Good fluency in both oral and written communication in English and Chinese
* The working experience in the higher-education institution would be a bonus point.
* Be able to work efficiently in the university environment, and be capable of working under high pressure.
* Master basic skills of physics experiment, The experience in scientific research or physics teaching assistance would be a bonus point.

**岗位书 - 物理专员**

部门：教学部 汇报：教学部主任

**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。

**聘任条件：**

(1) 物理学相关专业，大学本科及以上学历，有中外合作大学或海外求学经历者优先。

(2) 有良好的中英文口语及书面交流能力。

(3)有在高校或者教育机构从事相关工作的经历者优先。

(4) 热爱高校工作，能胜任加班及在高强度工作环境下完成任务。

(5) 掌握物理实验基本技能，有良好的物理基础或有科学辅教经验优先。