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**Job Description – Department/student service specialist**

Department: BPM Report to: Business Dean

**Position Summary**

* Supervises and delivers learning support and other educational services to students for their academic success.
* Assists the dean with planning and directing the activities of the business school, including but not limited to setting and executing goals, policies and procedures in accordance with WKU strategic goals and objectives.
* Other duties as assigned.

**Qualification**

* Bachelor’s degree.
* With principles and integrity, as well as organization and coordination capability
* Excellent fluency in both oral and written English

**Preferred Qualification**

* U.S. education or work experience.
* Master’s Degree.

**岗位书 – 商学院部门及学生服务助理**

部门：商学院 汇报：商学院院长

**岗位职责：**

1. 为学生学习及学术研究提供学习支持与其他教育服务
2. 协院长计划及指导商学院各项活动，包括（但不限于）根据学校战略规划目标制定和执行目标、政策及流程。
3. 分配的其他职责

**聘任条件：**

必备条件

1. 学士学位；
2. 坚持原则，廉洁奉公，有较强的组织、协调能力；
3. 优秀的英语书面及口语表达能力。

优先条件

1. 有美国留学、相关工作背景者优先考虑；
2. 硕士及以上学位优先.