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**Job Description – Specialist for the College of Humanities and Social Sciences**

Department: College of Humanities and Social Sciences

Report to: Associate Dean, College of Humanities and Social Sciences

**Position Summary**

* Provide services and help for students and faculty to ensure the quality of HSS academic offerings.
* Follow the guidance from the Ministry of Education and the Department of Education of Zhejiang Province, coordinate and work closely with HSS, Kean Union on the approval process of upcoming HSS new majors.
* Coordinate and work closely with Scheduling Team in Academic Affairs Office and HSS in Kean Union on promoting curricular and academic personnel planning.
* Coordinate and work closely with Admission Office on freshmen recruitment.
* Coordinate and work closely with relevant departments on the Pre-university Intensive English Program in summer.
* Other work assigned by university leadership.

**Qualification**

* MA or above, experience working in Sino-foreign cooperative university or enterprise, with overseas experience enjoys priority.
* Have relevant experience working in university or educational setting enjoys priority.
* Excellent fluency in both oral and written communication in English and Chinese.
* Motivated to work in university context, and capable of work under high pressure.
* Excellent inter-personal skills.

**岗位书 – 人文社科学院专员**

部门：人文社科学院

汇报：人文社科学院院长

**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，与美国肯恩大学人文社科学院紧密合作，推进完成我院今后新设专业的审批流程；
3. 与美国肯恩大学人文社科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. 与各部门协作保障每年夏季新生英语强化项目的顺利进行；
6. 领导安排的其他各项工作任务。

**聘任条件：**

1. 硕士及以上学位，有中外合作院校或企业工作及海外经验者优先；
2. 有高校或相关教育机构工作经验者优先；
3. 优秀的中英双语书面及口语表达能力；
4. 热衷于高校教育工作，并有良好的抗压能力；
5. 具备优秀的人际交往能力。