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**Job Description – comprehensive management specialist**

Department: ORSP Report to: Associate Director (Director) of ORSP

**Position Summary**

* Compile research plan and formulate research policies;
* Comprehensive secretarial and assets management;
* Organize research popularity education and dissemination;
* Undertake research statistics;
* Research outcomes management.

**Qualification**

* Master or higher degree in business, management, English or computer science or related subject from a reputable university;
* At least two-year related working experience in higher education sector, government or large-scale businesses;
* Strong sense of responsibility and initiative, and good organizational skills;
* Excellent fluency in both oral and written English;
* Certain academic research ability

**Preferred Qualification**

* Overseas study or working experience; working experience in a Sino-foreign university;
* Scholarly publishing record, including research articles and conference presentations.

**岗位书 – 科研办综合管理岗**

部门：科研办 汇报：科研办副主任（主任）

**岗位职责：**

1. 负责科研规划编制及科研政策研究制定工作；
2. 负责科研办综合行政、文秘、资产管理；
3. 负责科研科普宣传；
4. 负责科研统计工作；
5. 负责科研成果管理工作。

**聘任条件：**

必备条件

1. 硕士及以上学位，管理类、英语、计算机等专业；
2. 至少2年高校、政府、大型企业相关工作经验；
3. 有较强的组织、协调能力和工作主动性；
4. 优秀的英语书面及口语表达能力；
5. 有一定的学术研究能力。

优先条件

1. 有海外留学工作、中外合作大学工作经验优先；
2. 有发表过学术文章。