**岗位说明书—招就办主任岗位**

所属部门：招就办 汇报机制: 学生事务副校长

**岗位职责：**

1. 负责招生工作的总体协调和安排；
2. 负责国内外招生研究，并结合国情发展多元化招生方式；
3. 负责制订招生计划，落实招生工作；
4. 负责招生宣传及品牌推广；
5. 负责各类国际教育招生项目拓展；
6. 负责招生队伍建设及管理人员的培训工作；
7. 负责招生事务与各部门的协调；
8. 负责全中心行政层面的管理，并全面协调本中心与其他部门特别是美国肯恩大学业务部门的对接工作；
9. 负责制定学生职业发展相关政策及措施，并统筹部门工作计划安排和评估；
10. 负责建立专业的学生职业生涯咨询服务团队，开发温州肯恩大学学生职业生涯规划课程及四年规划；
11. 负责与省厅对接各项毕业生就业工作，并负责组织校园招聘会、校企需求通气会、及参与各类省厅毕业生就业相关会议等；
12. 负责与国内外各企事业单位建立并保持战略合作关系，为学生落实和开拓实习、见习、就业等机会，负责联络所有实习基地项目，各类商会以及政府相关部门；
13. 负责与国内外各大知名院校建立战略合作关系，为学生落实和开拓读研、读博等深造的机会；
14. 负责统筹协调有关接收和派遣与美肯之间的交换项目工作；
15. 负责建立智能化的学生职业发展一站式管理系统；
16. 负责开发为温肯学生设计的创业创新服务。

**聘任条件：**

**必备条件：**

1. 具有5年以上高校招生工作经验；
2. 硕士研究生以上学历；
3. 具备较强的中英文双语能力、组织协调能力、交流沟通能力、行政管理能力和调查研究能力；
4. 能够适应频繁出差的工作环境。

**优先条件：**

1. 熟悉高等教育政策法规，担任过三年以上海内外高校招生事务负责人职务，具有丰富的高校招生管理经验，对中外高等教育有深刻的认识和思考；
2. 有高校或相关教育机构工作经验者优先；
3. 有海外经验者优先。

**Job Description - Director of Admissions and Career Development**

Department: Admissions and Career Development

Report to: Vice Chancellor of Student Affairs

**Responsibilities:**

1. Be responsible for center operation at all levels of administration, and coordinate with other university departments including those of Kean Union’s;
2. Be responsible for coordinating with Provincial Education Department for admissions affairs, large-scale events organized by Admissions Office and other admissions branding and promotion activities;
3. Make strategic plan for admissions and develop diverse methods of admissions including expanding admissions of international programs;
4. Be responsible for coordinating responsibility spread out between subordinates and planning departmental hiring;
5. Be responsible for center operation at all levels of administration, and coordinate with various university departments especially with offices back to Kean University USA;
6. Be responsible for defining career service departmental policies and procedures, work assignment and performance evaluation;
7. Be responsible for establishing a professional students career counseling team, and developing WKU Students Career Planning Curriculum and Four-Year Plan;
8. Be responsible for coordinating with Provincial Education Department in terms of job placement issue for WKU graduates, and also be responsible for organizing campus job fair, Co; & University Seminars, and attending related meeting announced by Education Departments;
9. Be responsible for establishing strategic networking with national and international companies and institutes, in order to maintain and enhance the cooperation in students internship, practicum and job placement arrangement, including all Talents Practicum Programs, liaison with Chambers of Commerce, as well as governmental offices;
10. Be responsible for establishing strategic networking with national and international higher education institutes, in order to facilitate students with opportunities in postgraduate studies;
11. Be responsible for developing a digitalized system on one-stop students career services;
12. Be responsible for coordinating issues for sending and receiving international study abroad program students;
13. Be responsible for developing services of on campus start-ups for WKU community;

**Qualification:**

**Required:**

1. At least 5 years’ admissions experience in higher education sector;
2. Master degree or above;
3. Excellent fluency in both oral and written communication in English and Chinese, skills in coordination, administration and research;
4. Able to adapt a busy working environment with frequent business trip.

**Preferred:**

1. Familiar with higher education policy, better with three years or up experience in higher education student recruitment;
2. Have relevant working experience in university or educational setting enjoys priority;
3. With working experience in enterprise or overseas experience enjoys priority.