



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——战略规划及高等教育政策研究专员

所属部门：发展规划部 汇报机制:部门主任

岗位职责：

1. 协同、推进学校教职员工制定与实施学校战略发展规划等重要政策行动；
2. 研究高等教育发展的方针与政策，跟踪国内外高等教育发展趋势，重点围绕学校改革、建设和发展过程中的核心问题，开展研究或专题调研；
3. 从事学校交办的重大项目研究工作，为学校发展和科学决策提供研究报告、咨询建议和方案设计；
4. 从事背景性、校本研究，并起草相关报告，供内部之用或公开发表、演讲之用；
5. 完成交办的其他工作。

聘任条件：

必备条件：

1. 教育经济与管理或比较教育学、高等教育学专业的硕士，3 年及以上高校战略规划及高等教育政策研究的工作经验；
2. 中英文写作与交流能力俱佳；
3. 具备数据分析与解读能力，善于综合与归纳研究成果；
4. 具有团队精神。

优先条件：

1. 有海外留学或海外工作经验；
2. 在知名学术刊物上发表学术论文并被 SCI/SSCI/A & HCI 收录。



Job Description - Strategic Planning and higher education

Policy Analyst

Department: Office of Strategic Planning and Institutional Research

Report to: P&IR Director

Responsibilities:

1. Work with Faculty and staff to formulate and implement WKU strategic plan and other WKU policy initiatives;
2. Study the principles and policies of the development of higher education while focusing on the core issues of university reform and development, and carry out related research;
3. Engage in major research projects assigned by the university and provide analyses, advice and solutions for the WKU's development and decision-making;
4. Develop background research and draft reports for internal project use as well as final publication or presentation including proceedings, papers;
5. Undertake other assigned tasks.

Qualification:

Required:

1. MA of Educational economy and management or higher education or comparative education, and 3 or more years of experience in college strategic planning and higher education policy research;
2. Excellent written and oral communications skills both in Chinese and English;
3. Experience in analyzing data and translating it for a variety of audiences, including an ability to synthesize and summarize research findings and recommendations to a variety of audiences;
4. Ability to work collaboratively and effectively in a team environment.

Preferred:

1. Learning or working experience in higher education or overseas preferred;
2. Scholarly publishing research articles in renowned academic journals and included by SCI/SSCI/A & HCI.