



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

## 岗位说明书——校办公室主任

所属部门：校办公室 汇报机制：校长

### 岗位职责：

1. 根据学校行政主要领导的指示和授权，综合协调党政各部门的工作关系及有关事宜；
2. 牵头负责组织、协调、安排学校内外重要会议和大型活动；
3. 负责学校内外往来文件、公文的批办，审核学校重要文件的起草；
4. 负责协调安排校领导日常活动和联系基层工作；
5. 负责全校保密工作；
6. 牵头负责督查督办学校决策的实施和重要事项的贯彻落实情况；
7. 牵头负责学校 24 小时值班工作，协调应对紧急突发事件；
8. 完成交办的其他工作。

### 聘任条件：

#### 必备条件：

1. 硕士及以上学位；
2. 5 年以上行政工作经验，并担任部门主要负责人（或主持工作）2 年以上；
3. 有较强中英文书面和口头表达能力；
4. 为人真诚、热情，擅于交流；
5. 具有高度的组织性和纪律性，有很强的管理、组织协调能力；
6. 能够赴全球公务出差。

#### 优先条件：

1. 高校行政管理及海外经历优先。



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## Job Description - Director of University Affairs

Department: University Affairs      Report to: Chancellor

### Responsibilities:

1. Coordinate the working relations and related affairs of the various departments of the Party and the government, according to the instructions and authorizations of the principal leaders of the school administration;
2. Take the lead in organizing, coordinating and arranging important meetings and major activities in or outside WKU;
3. Responsible for the processing of the Party and government correspondence and official documents in or outside WKU; examine the drafting of important documents of WKU;
4. Coordinate and arrange daily activities of WKU leadership and give feedback on basic-level works;
5. Responsible for WKU's secrecy work;
6. Take the lead in supervising the implementation of WKU decision-making and important affairs;
7. Take the lead in the 24-hour duty of WKU; coordinate and response to emergencies;
8. Undertake other assigned tasks.

### Qualification:

#### Required:

1. Master degree or above;
2. Over 5 years' experiences in administration, and over 2 years' experiences as the person in charge of the department;
3. Excellent fluency in both oral and written English;
4. Sincere, enthusiastic, outgoing and good at communication;
5. Highly organized and disciplined; Excellent management and organizational skills;
6. Ability to travel internationally.

#### Preferred:

1. University administration experiences or overseas experiences.