



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——校办公室副主任

所属部门：校办公室 汇报机制：校办主任

岗位职责：

1. 主持对外事务工作，统筹协调接待、外联和出国审批手续；
2. 组织安排学校层面的大型对外会议和活动，组织做好相关外事交流和联络；
3. 负责学校与社会的横向联系与合作，代表学校与各级政府、兄弟院校和其他外部机构联系；
4. 统筹协调做好来访联络和接待工作，特别是美国肯恩大学高层领导等联络和接待工作。做好学校接待服务工作；
5. 制定因公出国计划，统筹协调因公出国团组审批手续的办理及境外食宿行的安排。

聘任条件：

1. 硕士及以上学位；
2. 5年及以上外事工作经历，和丰富的行政管理经验；
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、组织协调能力和活动策划能力；
6. 能够赴全球公务出差。



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Job Description - Associate Director of University Affairs

Department: University Affairs

Report to: University Affairs Director

Responsibilities:

1. Manage the affairs of external relations and coordinate reception, outreach and travel abroad approval procedures;
2. Organize and arrange large-scale external conferences and activities at school level; Manage relevant communication and liaison about external affairs;
3. Responsible for the contacts and cooperation between university and society; Contact with governments, peer universities and other external institutions on behalf of WKU;
4. Coordinate the contacts and reception with visitors, especially the senior leadership of Kean, USA; Manage appropriate reception for university;
5. Develop overall plans for WKU employees to travel abroad on Official Business Leave, coordinate travel approval procedures and overseas accommodation arrangements.

Qualification:

1. Master degree or above;
2. Over 5 years' external affairs related and administrative working experience;
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, and event planner;
6. Ability to travel internationally.