



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——双语新闻采编管理岗位

所属部门：媒体与设计中心      汇报机制:媒体中心负责人

### 岗位职责：

1. 撰写学校相关宣传材料及活动新闻英文稿。
2. 校对和维护媒体中心各类公众平台英文页面内容。
3. 指导和管理媒体中心学生团队工作。
4. 翻译媒体中心各类刊物和文稿。
5. 完成交办的其他工作。

### 必备条件：

1. 翻译、英语、新闻学等相关专业硕士及以上学位。
2. 优秀的双语写作、校对与编写能力。
3. 专业的中英翻译水平及口语表达能力。
4. 良好的团队合作能力与责任心。

### 优先条件：

1. 有海外留学或工作经历。
2. 有相关工作经验。



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## **Job Description - Bilingual (English & Chinese) Writer**

Department: Media and Design Center    Report to: Media Center Senior Coordinator

### **Responsibilities:**

1. Create and proofread contents for University's activity news, web content and related English materials.
2. Compiling, organizing and maintaining the English page of official website and other digital platforms and products.
3. Provide guidance for Student Corps at WKU Student Media Center.
4. Translation of various publications in the Media Centre.
5. Complete other tasks assigned by department.

### **Required Qualification:**

1. A master degree in translation, English writing, communication, or a related field.
2. Have knowledge of translation, English writer or a related field.
3. Fluency in oral and written English.
4. Good teamwork ability and sense of responsibility.

### **Preferred Qualification:**

1. Overseas learning experience is preferred.
2. Experience in related work.