



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——课程事务与数据管理专员

所属部门：教学部

汇报机制：助理主任

岗位职责：

1. 负责教室安排、协调和管理；
2. 负责教学部（学院）各类数据统计分析；
3. 负责在线课程建设；
4. 协助做好课程规划，及联系学院落实具体课程的开设；
5. 协助学生选课、转专业，及指导帮助学业预警学生安排课程；
6. 领导交办的其他任务。

必备条件：

1. 硕士及以上学位；
2. 具备一定的数据分析能力；
3. 有优秀的中英文口语及书面交流能力，能胜任对外交流沟通工作；
4. 热爱高校工作，能胜任加班及在高强度工作环境下完成多项任务。

优先条件：

1. 有中外合作大学或海外求学经历者优先；
2. 有在高校或者教育机构从事课程安排或数据管理工作的经历者优先。



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Job Description - Course Scheduling and Data Management

Specialist

Department: Academic Affairs

Report to: Assistant Director

Responsibilities:

1. Arrange classroom assignment for all courses;
2. Analyze statistics related to Academic Affairs and Colleges;
3. Construct WKU Online Courses;
4. Assist course projection and course scheduling with each college;
5. Assist students with course registration, major transferring, and academic early warning students in course planning;
6. Duties allocated by supervisors.

Required Qualification:

1. Master degree or above;
2. Have certain data analysis skills;
3. Good level of English and Chinese proficiency with fluent speaking and writing ability, capable of external communication work;
4. Motivated to work at university context, and capable to work under high pressure.

Preferred Qualification:

1. Study experience in Sino-foreign cooperative university or oversea educational background;
2. Relevant working experience in course scheduling or data management in higher education institutions or organizations.