



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岗位

所属部门：发展规划部

汇报机制:向部门负责人汇报

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. 其他指派的任务

招聘必备条件：

1. 教育经济与管理或比较教育学、高等教育学专业的硕士或博士；
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

招聘优先条件：

1. 有海外留学或海外工作经验
2. 有高校战略规划及高等教育政策研究的工作经验



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. Other duties as assigned

Required Qualification:

1. MA or PHD(Ed.D) of Educational economy and management or higher education or comparative education.
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 Qualification:

1. Overseas study or working experience is preferred.
2. Experience in college strategic planning and higher education policy research.