



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——建筑与设计学院

### 设计专业专员

所属部门：教学部

汇报机制：学院负责人和教学部负责人

#### 岗位职责：

1. 协助学院各类活动的策划及实施，包括但不限于研讨会、讲座系列、工作坊、作品集审查、展览等；
2. 协助设计类相关专业的专业建设，包括但不限于专业申报、专业发展、课程安排及注册、学科竞赛、教职工招聘计划拟定、预算拟定及报销、实践基地联络等各类行政事务；
3. 为学院师生提供教学、科研等相关咨询和服务；
4. 协助学院的公关宣传，包括网站、微信等社交媒体；
5. 完成领导交办的其他工作任务。

#### 必备条件：

1. 硕士及以上学位；
2. 优秀的中英文书面及口语表达能力；
3. 具备良好的团队合作能力及高效工作能力。

#### 优先条件：

1. 设计类相关专业；
2. 中外合作大学及留学背景；
3. 熟悉学生活动组织等相关工作。



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## **Job Description - Specialist for the School of Design, College of Architecture and Design**

Department: Academic Affairs

Report to: Directors of College & AA

### **Responsibilities:**

1. To assist in the planning and implementation of college activities, including conferences, lecture series, workshops, portfolio reviews, exhibitions, etc.
2. To assist in the program development, scheduling and registration, competitions, budget planning and reimbursement, recruitment plan, field trip liaison for design programs.
3. To provide consulting and services to students and faculty for their academic and research success.
4. To cooperate with the college public relations, including websites and other social media platforms.
5. Other tasks.

### **Required Qualification:**

1. Master's Degree or above.
2. Fluency in spoken/written English and Chinese.
3. Ability to work effectively and efficiently in a team.

### **Preferred Qualification:**

1. Design related majors.
2. International universities and oversee study experience.
3. Familiar with organization for student activities.