



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——法律事务专员岗位

所属部门：校办 汇报机制：校办主任

岗位职责：

1. 为学校重大决策、管理行为、合同行为、校内公文等方面涉及的法律问题进行论证，提供法律意见；
2. 起草或审查、修改学校重大法律文本，承担或参与学校章程等学校重要规章制度的制定和实施；
3. 为学校各职能部门和单位提供政策、法律咨询与支持；
4. 协调学校法律顾问，开展学校相关法律事务工作；
5. 做好领导交办的其他工作。

必备条件：

1. 法学/法律硕士或以上，通过国家司法考试（A证）
2. 中英语听说读写流利，能用中英双语起草法律文本
3. 有1年以上（含1年）工作经验
4. 具有团队精神和沟通能力

优先条件：

1. 拥有司法系统或律师工作经验者优先考虑
2. 有海外教育或工作背景优先考虑



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Job Description – Legal Affairs Specialist

Department: University Affairs

Report to: Director of University Affairs

Responsibilities:

1. Provide legal advice on WKU's critical decisions, management, contracts, documents that involves legal issues;
2. Draft or review, modify key legal documents of WKU, participate in the formulation and implementation of university rules and regulations;
3. Provide policy and legal advice for various departments and units within WKU;
4. Coordinate closely with the outside law firm and carry out legal affairs related to WKU; and Perform additional tasks or duties as assigned by University Affairs or other designated university leaders.

Required Qualification:

1. LL.M (Master of Law) or equivalent, and pass the national judicial examination and hold A certificate
2. Proficiency both in written and spoken English, proficient in drafting and preparing legal Documents both in Chinese and English
3. A least 1 years' working experience
4. Ability to work collaboratively and effectively in a team environment.

Preferred Qualification:

1. Working experience in judicial system or law firm
2. Overseas education or overseas working experience background