



温州肯恩大学
WENZHOUE KEAN UNIVERSITY

Job Description——Enrollment and Chinese Curriculum Management Specialist

Department: Office of the Registrar

Report: Head of Registrar

Responsibility:

1. Responsible for enrollment management, registration, and changes of enrollment status
2. Responsible for managing the student card and train discount card, and providing reapplication service.
3. Responsible for the documentation and processing of student transfers, suspension and withdrawal.
4. Responsible for the course registration, course adjustment and grade management of the Chinese National Conditions & Culture, Art Education and Physical Education courses.
5. Responsible for operation and management of Wenzhou-Kean Registration System (Oracle system)
6. Responsible for academic grade statistics and analysis, academic warning and grade auditing and verification.
7. Responsible for the maintenance of Wenzhou-Kean's Office of the Registrar's webpage and asset management
8. Provide Assistance for organizing CET, TEM and other examinations, if necessary.
9. Assist with the maintenance of the CHSI and Chinese-foreign cooperation university supervision network.
10. Assist with the maintenance of the China Foreign Diploma Verification Management Network.
11. Other work assigned by the University Registrar and senior managers

Required Qualification:

1. Master's degree, or above,
2. 3-5 years working in higher education.
3. Fluency in English and Chinese both oral and written
4. Proficient in Office software

Preferred Qualification:

1. Preferably in Management, Information Management and study abroad experience
2. Knowledge and experience using Colleague and PeopleSoft student information systems or similar software.
3. Experience working in Registrar or Student Affairs environment.