

**岗位说明书**

商学院 –学院主管（课程与学业咨询）

所属部门：教学部 汇报机制：商学院院长、教学部

**岗位职责：**

1. 负责学院学术类事务，如毕业审核、学术诚信、成绩申诉、学业预警等；
2. 负责做好学院课程安排并进行调整完善，统计教师课时及课程需求等；
3. 为学生提供学术咨询以帮助学生合理安排学习进度；
4. 协助学科和专业项目申报申请工作；
5. 与各部门建立和保持密切工作关系，特别是教学部课程中心、教务部、学生事务部等；
6. 完成院长和教学部布置的其他相关工作。

**必备条件：**

1. 硕士研究生及以上学历；
2. 三年及以上工作经验；
3. 优秀的中英语口头及书面表达能力；
4. 有效参与团队工作并具备良好的沟通协调能力。

**优先条件：**

1. 具备教育行业学术相关工作经验；
2. 具有海（境）外学习工作经历或在中外合作办学机构工作经验。



Job Description – Coordinator, Course & Academic Advising

Department: Academic Affairs Office Report to: CBPM Dean and Academic Affairs Office

**Responsibilities:**

1. Manage academic-related tasks such as degree audits, academic integrity, grade checks, academic probations, etc.;
2. Coordinate the course scheduling and faculty teaching needs;
3. Provide consultation to students in the course selection process and help student evaluation progress towards their own academic goals;
4. Assist the team with academic programs applications;
5. Work towards maintaining and building close working relations with the university community, especially the Scheduling team of Academic Affairs, the Registrar’s Office, Student Affairs;
6. Other projects as assigned

**Required:**

1. Master’s degree or above;
2. 3 years or above working experience;
3. Excellent English verbal and written communication skills;
4. Ability to collaborate and communicate effectively with co-workers.

**Preferred:**

* + - 1. Related working experience in education industry is preferred.
			2. Overseas or Sino-foreign cooperative education institute studying and working experience is preferred;