

**岗位说明书**

商学院学院助理（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. 为学生提供学术咨询以帮助学生合理安排学习进度；
2. 协助学院学术类事务，如毕业审核、学术诚信、成绩申诉、学业预警等；
3. 协助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；
4. 协助学科和专业项目申报申请工作；
5. 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；
2. 优秀的中英语口头及书面表达能力；
3. 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 – Academic Specialist for Courses & Academic Advising

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

**Responsibilities:**

1. Provide consultation to students in the course selection process and help student evaluation progress towards their own academic goals;
2. Manage the related academic tasks such as degree audits, academic integrity, grade checks, academic probations, etc.;
3. Coordinate the course scheduling and faculty teaching needs;
4. Assist the team with academic programs applications;
5. Other projects as assigned

**Required:**

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

**Preferred:**

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