**岗位说明书——体育管理**

所属部门：国情与文化教育中心 汇报机制: 体育教学管理岗

**岗位职责：**

1. 协助构建校园体育文化建设，负责学校体育竞赛、课外体育活动组织及体育协会管理工作；
2. 负责学生体质健康测试工作；
3. 全校体育、艺术场馆设施设备运营管理；
4. 完成部门交办的其他工作；

**聘任条件：**

**必备条件：**

1. 硕士研究生及以上学历，体育类专业；
2. 能够胜任体育俱乐部活动指导、竞赛组织和裁判工作；
3. 认同我校办学理念，有良好的师德风貌，能为学生提供切实的帮助和有效的指导；善于和学生沟通，尊重学生的意见和建议；

**优先条件：**

1. 具有海外学习经历或海外工作背景；
2. 具有高校体育管理相关工作经验；
3. 能够使用英语进行流利的交流；

**Job Description – P.E. Administration**

Department: Chinese Curricula Center Report to: P.E. Administrator

**Responsibilities:**

1. Responsible for campus sports culture construction, organization of campus sports competitions and events and administration of athletic association;
2. Responsible for student physical health test;
3. Campus sports and art facilities operation management;
4. Complete other tasks assigned by the department

**Qualification:**

**Required:**

1. Master's degree or above, majored in P.E.;
2. Be competent for sports club events guidance, competition organization and refereeing;
3. Agree with our school-running idea, have a good teacher's morality, provide practical help and effective guidance for students; be good at communicating

**Preferred:**

1. Have an overseas education experience or overseas work background;
2. Have relevant working experience in college P.E. administration
3. Be able to communicate fluently in English;