**岗位说明书——学籍与中方课程管理专员岗位**

所属部门：教务部 汇报机制:教务部主任

**岗位职责：**

1. 负责学籍信息维护、学籍注册、学籍异动等管理工作；
2. 负责学生证、火车票优惠卡、补办等管理工作；
3. 负责学生转退休学流程及其文书等工作；
4. 负责中方国情与文化课程、艺术课程、体育课程的注册、调整、成绩管理等工作；
5. 负责学校课程注册系统的运行和管理工作；
6. 负责学业成绩统计、分析、审核等工作；
7. 负责部门网页管理、维护及资产管理等工作；
8. 协助大学英语、专业英语等校内外各种考试的组织与管理工作；
9. 负责学信网、中外合作办学监管网的数据维护与管理工作；
10. 负责中外合作办学颁发境外学历学位注册认证系统的数据维护和管理；
11. 完成交办的其他有关工作。

**必备条件：**

1. 硕士及以上学位；

2. 优秀的中英文口头、书面表达能力；

3. 工作细致、耐心，责任心强；

4. 有较强的沟通能力、协调能力、服务意识。

**优先条件：**

1. 具有海外留学背景，或具有海内外高校教学教务管理相关工作经验优先；

2. 具备管理学、信息管理等相关专业优先；

3. 具备Colleague和PeopleSoft或其他同类软件管理知识与经验者优先；

**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 and grade auditing.
7. Responsible for the maintenance of Wenzhou-Kean’s Office of the Registrar’s webpage and asset management.
8. Assist in organizing CET, TEM, and other examinations.
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. To accomplish other related tasks assigned.

**Required Qualification：**

1. Master’s degree or above.
2. Fluency in English and Chinese, both oral and written.
3. Great sense of responsibility and patience.
4. Good communication, coordination skill and customer service oriented.

**Preferred Qualification：**

1. Overseas educational background or have working experience in an academic setting, registration and records management in other higher education institutions. Knowledge of higher education policies and procedures.
2. Preferably in Management, Information Management and other programs related.
3. Knowledge and experience using Colleague and PeopleSoft student information systems or similar software.