**岗位说明书——招生办主任**

所属部门：招生办 汇报机制：副校长

**岗位职责：**

1. 负责招生工作的总体协调和安排；
2. 负责国内外招生研究，并结合国情发展多元化招生方式；
3. 协同组织和参与人才培养计划，负责制订招生计划，落实招生工作；
4. 负责招生宣传及品牌推广；
5. 负责各类国际教育招生项目拓展；
6. 负责招生队伍建设及管理人员的培训工作；
7. 负责招生事务与各部门的协调；
8. 完成其他交办的任务。

**必备条件：**

1. 具有六年以上高校招生工作经验；
2. 硕士研究生以上学历；
3. 具备较强的中英文双语能力、组织协调能力、交流沟通能力、行政管理能力和调查研究能力。

**优先条件：**

1. 熟悉高等教育政策法规，担任过三年以上海内外高校招生事务负责人职务，具有丰富的高校招生管理经验，对中外高等教育有深刻的认识和思考；
2. 有高校或相关教育机构工作经验者优先；
3. 有海外经验者优先。

**Job Description - Director of Admissions Office**

Department: Admissions Office Report to: Vice Chancellor, Dr. YAN Xiaopeng

**Responsibilities:**

1. Be responsible for center operation at all levels of administration, and coordinate with other university departments including those of Kean Union’s.
2. Be responsible for defining departmental policies and procedures.
3. Be responsible for team building and training of colleagues.
4. Be responsible for expanding new services to provide.
5. Be responsible for coordinating with Provincial Education Department for admissions affairs.
6. Be responsible for coordinating large-scale events organized by Admissions Office.
7. Be responsible for coordinating responsibility spread out between subordinates and planning departmental hiring.
8. Be responsible for work progress tracking and quality supervising.
9. Be responsible for reviewing of departmental deliverables.
10. Be responsible for summarizing and reporting on behave of the department.
11. Be responsible for risk management for the department.

**Required Qualification:**

1. At least six years’ administration experience in higher education sector with reference to admissions.
2. Master degree or above.
3. Excellent fluency in both oral and written communication in English and Chinese, skills in coordination, administration and research.

**Preferred Qualification:**

1. Familiar with higher education policy, better with three years or up experience in higher education student recruitment.
2. Have relevant working experience in university or educational setting enjoys priority.
3. With working experience in enterprise or overseas experience enjoys priority.