**岗位说明书——研究生招生宣传和管理专员岗位**

所属部门：教学部

汇报机制: 教学部助理主任

**岗位职责：**

1. 熟悉掌握我校研究生招生政策，协助配合各专业开展线上线下研究生招生宣传及咨询相关活动；
2. 协助研究生招生宣传方案的制定、宣传材料的制作和发布以及各类线上咨询平台的维护；
3. 协助做好宣传媒体的沟通、生源基地的维护、咨询者的接待以及学校相关行政部门的协调等；
4. 协助做好招生总结、生源分析、新生入学、预算管理、系统管理等工作；
5. 完成领导交办的其他工作。

**必备条件：**

1. 硕士及以上学位；
2. 有良好的中英文口语及书面表达能力；
3. 热爱高校工作，能胜任加班及在高强度工作环境下完成任务。

**优先条件：**

1. 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. 有在高校或者教育机构从事相关工作的经历者优先；
3. 具有相关工作经验者优先。

**Job Description – Specialist for Graduate Program Admission Promotion and Management**

Department: Office of Academic Affairs.

Report to: Assistant Director of the Office of Academic Affairs

**Responsibilities:**

1. Be familiar with WKU graduate admission policies, assist and cooperate with each program to carry out online and offline graduate admissions promotion and consulting related activities.
2. Assist in the formulation of graduate admissions promotion plans, the production and release of publicity materials, and the maintenance of various online consulting platforms.
3. Assist in the communication of promotion media, the maintenance of the student source school, the reception of consultants, and the coordination of the relevant administrative departments of schools, etc.
4. Assist in the work of admissions summary, student source analysis, freshmen admission, budget management, system management, etc.
5. Complete other assigned work tasks.

**Required Qualifications:**

1. Master Degree or Higher.
2. Good oral and written skills in both English and Chinese.
3. Motivated to work in the field of higher education, and be capable to work under high pressure.

**Preferred Qualifications:**

1. Have rich experience in college admissions management, and have a deep understanding and thinking about higher education.
2. Have relevant working experience in university or educational institutions preferred.
3. With overseas related work experience preferred.