



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——招生就业办主任

所属部门：招就办

汇报机制：党委副书记、副校长

岗位职责：

1. 全面协调招生就业工作，制订招生就业计划和政策，落实招生就业工作；
2. 领导研究国内外招生政策，并结合国情发展多元化招生方式；
3. 领导建立专业的学生就业团队，为学生落实和开拓实习、见习、就业等机会；
4. 领导建立学校校友工作网络和校友工作制度，做好校友与母校的联络、协调和服务工作；
5. 负责部门团队建设发展；
6. 完成其他交办的任务。

必备条件：

1. 硕士及以上学位；
2. 至少 10 年工作经验，其中至少 6 年以上高校招生就业相关工作经验；
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。



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

Job Description -Director of Admissions and Career Development

Department: Admissions and Career Development

Report to: Deputy Secretary of University CPC Committee, Vice Chancellor

Responsibilities:

1. Coordinate admission and students career work, formulate related plans and policies, and implement it;
2. Lead the research of domestic and foreign admission policies and develop diversified enrollment methods based on national conditions;
3. Lead the establishment of a professional student career advise team, and provide students with opportunities for internship, internship and employment;
4. Lead the establishment of alumni work system and regulations, conduct the connection, coordination and service between alumni and Alma mater;
5. Lead the team building and development in the department;
6. Complete other tasks assigned.

Required Qualification:

1. At least 10 years' work experience, including 6 years' administration experience in higher education sector with reference to admissions and Career Development.
2. Master degree or above.
3. Excellent fluency in both oral and written communication in English and Chinese, skills in coordination, administration and research.