**岗位说明书——科研办（校地合作办）主任**

所属部门：科研办（校地合作办） 汇报机制:学术副校长

**岗位职责：**

1. 制定学校科研发展战略、规划、科研政策并组织实施；
2. 指导申报各级各类纵向、横向科研资金（项目）、科研平台、科技奖项等并负责全过程管理；
3. 协助人才部门申报各级各类科技人才项目、奖项等；
4. 负责校级科研项目、科研平台（科研机构）等申请受理、评审及全过程管理；
5. 负责各类科研经费预算安排、管理及监督科研经费的使用；
6. 组织开展师生科研学术活动；
7. 负责科技成果（知识产权）认定、评价、管理与转移转化；
8. 科研数据统计；
9. 科研伦理管理；
10. 牵头与政府部门、企事业单位开展校地合作；
11. 负责落实科研国际国内合作；
12. 其他领导交代的工作。

**必备条件：**

1. 硕士研究生学历
2. 具有10年及以上工作经验，其中至少6年科研经验或科研管理经验且有3年以上中层管理岗位经验
3. 具备优秀的中英文书写和沟通能力
4. 责任心强，有良好的服务意识和团队协作精神，优秀的沟通协调能力

**优先条件：**

1. 生物、化学、环境、计算机等方向理工科专业背景优先
2. 有高校、政府部门、科研单位或机构的科研经验或科研管理经验优先
3. 博士或副高级以上职称者优先

**Job Description -** **Director in Office of Research and Sponsored Programs (Office of Government and Community Relations)**

Department: Office of Research and Sponsored Programs (Office of Government and Community Relations) Report to: Vice Chancellor of Academic Affairs

**Responsibilities:**

1. Make the University’s research development strategy, planning, research policies, and organize the implementation;
2. Guide the declaration of various vertical and horizontal research funds (projects), research platforms, scientific and technological awards at all levels and be responsible for the whole process management
3. Assist the talent department to apply for various scientific and technological talent projects and awards at all levels
4. Responsible for acceptance of research programs and projects application, review and whole-process management of university-level research projects and research platforms (research institutions);
5. Responsible for the budget arrangement, management and supervision of the use of research funds;
6. Organize research activities for faculty, staff and students;
7. Responsible for the identification, evaluation, management and transfer of scientific and technological achievements (intellectual property);
8. Research data statistics;
9. Research ethics management;
10. Take the lead in carrying out university-local cooperation with government departments, enterprises and institutions;
11. Responsible for the implementation of international and domestic cooperation in scientific research;
12. Complete other tasks assigned by leaderships;

**Required Qualification:**

1. Master’s degree or above;
2. At least 10 years of working experiences including at least 6 years research work or research administration experiences with at least 3 years team management experience;
3. Excellence in both English and Chinese oral and written skills
4. Strong sense of responsibility, good service awareness and teamwork spirit, excellent communication and coordination skills

**Preferred Qualification:**

1. Science and engineering background in biology, chemistry, environment, computer, etc. is preferred
2. Experience in scientific research or scientific research management in universities, government departments, scientific research units or institutions is preferred
3. Doctorate degrees or associate senior professional title is preferred