**Job Description**

**Assistant Director - Office of the Registrar**

Department: Office of the Registrar Report to: Campus Registrar

**Responsibilities:**

1. Assist the Campus Registrar in the direct management of departmental staff.
2. Assist the Campus Registrar in strategic oversight of departmental operations; including but not limited to course registration, academic records maintenance and production, course and classrooms scheduling, degree conferral, regulatory and operational reporting, and transfer credit evaluation.
3. Manage day-to-day departmental operations.
4. Maintain operations and academic calendars for the Office of the Registrar.
5. Serve as the department lead on system/process implementation and improvement projects.
6. Assist Campus Registrar in the support of executive administration.
7. Represent the office of the Registrar as a member of the departmental leadership team.
8. Assist the Campus Registrar and divisional leadership in the establishment and execution of departmental goals.
9. Assist the Campus Registrar in providing operational data analysis support to divisional and university leadership.
10. Other duties as assigned.

**Required Qualification:**

* Master’s degree or higher
* 7 years of working experiences including experiences working in a university administration setting, and at least 2 years team management experience
* Fluency in English and Mandarin
* Data statistic and analysis skills.

**Preferred Qualification:**

* Master’s degree in management, education administration, or other related discipline.
* 3+ years of team management experience
* Relevant experience working in a foreign cooperatively run university.
* Familiar with Chinese and Foreign standard test requirement and procedures
* Experience with Ellucian Colleague and Oracle PeopleSoft student information systems.

**岗位说明书——助理主任岗位**

所属部门：教务部 汇报机制: 部门负责人

**岗位职责：**

1. 协助部门负责人对员工进行直接管理；
2. 协助部门负责人监督部门运作;包括但不限于课程注册，学业记录维护和生成，课程与教室安排，学位授予，制定监管和运行报告以及转学分评估；
3. 管理部门日常运作；
4. 制定并维护教学日历；
5. 代表部门牵头系统、流程的实施和改进项目；
6. 协助部门负责人落实行政管理工作；
7. 代表教务部作为各部门领导小组的一员；
8. 协助部门负责人和分管校领导创建并执行部门目标；
9. 协助部门负责人为分管校领导和学校领导层提供运行数据分析支持；
10. 交办的其他任务。

**必备条件：**

1. 硕士学位及以上；
2. 7年或以上工作经验，其中含大学行政管理相关工作经验，且有至少2年团队管理经验；
3. 优秀的中英文口语及书面表达能力；
4. 数据统计和分析技能。

**优先条件：**

1. 管理学、教育管理等其他相关学科硕士学位；
2. 3年以上团队管理工作经验；
3. 中外合作办学机构工作经验；
4. 熟悉国内外标准测试要求和程序；
5. 使用Ellucian Colleague和Oracle PeopleSoft学生信息系统的经验；