**岗位说明书——专业发展与考务管理专员**

所属部门：教学部 汇报机制: 教学部负责人

**岗位职责：**

1. 协助开展各类本科专业、学科申报工作；
2. 协调各学院开展各项本科专业、学科发展项目；
3. 协助制定学校各项政策文件和规章制度以遵循国家高校办学政策；
4. 负责学校考试考务工作，包括大学英语四六级考试、三位一体考试以及自主招生考试等；
5. 参与各项学术规划和评估工作，以及本科教学质量报告撰写工作；
6. 完成领导交代的其他工作任务。

**招聘必备条件：**

1. 硕士学位；
2. 优秀的英语书面及口语表达能力(满足以下条件之一：要求大学英语六级460分以上；雅思6分以上；托福90分以上；拥有英语专四或以上证书)；
3. 具备良好的团队合作能力及高效工作能力；
4. 热爱高校工作，能胜任加班及在高强度工作环境下完成多项任务。

**Job Description – Specialist for Undergraduate Program Development and Exam Administration**

Department: Academic Affairs Report to: Director of Academic Affairs

**Responsibilities:**

1. Assist in the undergraduate projects
2. Assist the Colleges with the program development projects
3. Assist in the development and enhancement of university policies and procedures, as well as ensures adherence to national regulations guidelines as appropriate.
4. Manage the all kinds of examinations and develop the testing program policies, procedures and schedules and
5. Participate in academic planning, assessment and the Undergraduate Teaching Quality Report
6. Perform other duties as assigned.

**Required Qualification:**

1. A Master’s degree in a relevant field.
2. Excellent oral and written communication skills, high proficiency in both Chinese and English (meet one of the following requirements: score of CET-6 above 460; score of IELTS above 6; score of TOEFL above 90; have the certificate of TEM 4 or above).
3. Ability to work effectively and efficiently in a team.
4. Passion for working at higher education, and be capable to work under high pressure.