**岗位说明书——建筑与设计学院 建筑系专员**

所属部门：教学部 汇报机制: 学院负责人和教学部负责人

**岗位职责：**

1. 协助学院各类活动的策划及实施，包括但不限于研讨会、讲座系列、工作坊、作品集审查、展览等；
2. 协助建筑类相关专业的专业建设，包括但不限于专业申报、专业发展、课程安排及注册、学科竞赛、教职工招聘计划拟定、实践基地联络、招生宣传等各类行政事务；
3. 协助建设建筑与设计学院工坊、影棚、机房等教学用空间；
4. 为学院师生提供教学、科研等相关咨询和服务；
5. 协助学院的各类设备采购及报销业务；
6. 完成领导交代的其他工作任务。

**必备条件：**

1. 硕士及以上学位；
2. 优秀的英语书面及口语表达能力（满足以下条件之一：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。

**Job Description - Specialist for the School of Public Architecture, College of Architecture and Design**

Department: Academic Affairs Report to: Directors of College & AA

**Responsibilities:**

1. To assist in the planning and implementation of college activities, including conferences, lecture series, workshops, portfolio reviews, exhibitions, etc.
2. To assist in the program development, scheduling and registration, competitions organizing, recruitment plan, field trip liaison, admission promotion for architecture program.
3. To assist in the development of shop, photo booth, iMac Lab, and other teaching spaces of the School of Architecture and Design;
4. To provide consulting and services to students and faculty for their academic and research success.
5. To cooperate with the college facilities purchasing and reimbursement work.
6. Other works from the leadership.

**Required Qualification:**

1. Master's Degree or above.
2. Fluency in spoken/written 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.