**岗位说明书——创新创业专员岗位**

所属部门：职业发展中心 汇报机制: 中心主任

**岗位职责：**

1. 负责建设温州肯恩大学创新创业指导服务体系，落实学生创新创业管理办法与奖励机制，对接全国各级相关大学生创新创业新政策
2. 组织开展各类与学生创新创业相关的活动，如创业大赛、政策宣讲、创业指导等
3. 负责管理温州肯恩大学众创空间，按照规定帮助学生完成创业项目落地，培育优质创业项目
4. 带领学生参加双创合作交流，组织参观走访各地政府企业高校，进行深度合作交流，加强学校与校外各单位在双创教育领域的联系合作
5. 指导并统筹管理温州肯恩大学生涯与创新协会的各项工作
6. 完成交代的其他相关工作

**必备条件：**

1. 硕士及以上学历
2. 具备国际化视野，具有较强的中英文口头、书面表达能力
3. 具备创新思维，勇于创新、思想开化、积极乐观，能够胜任加班等高强度工作环境
4. 了解并热爱学生工作，关心学生，认真负责，有耐心
5. 具备良好的沟通能力及协调组织能力
6. 具备调研能力，能够参与项目调研和撰写报告

**优先条件：**

1. 具备海外教育背景者优先
2. 具有3年及以上海内外高校工作经历者优先

**Job Description – Innovation & Entrepreneurship Specialist**

Department: Students Career Development Center Report to: Center Director

**Responsibilities:**

1. Responsible for building services for innovation and entrepreneurship of Wenzhou-Kean University, formulating management measures and reward mechanism, and implementing relevant new policies on innovation and entrepreneurship of college students at all levels in China.
2. Responsible for organizing various activities related to student innovation and entrepreneurship, such as entrepreneurship competitions, policy publicity, entrepreneurial guidance, etc.
3. Responsible for the management of Wenzhou-Kean University’s maker space, helping students to complete their entrepreneurial projects and cultivate high-quality entrepreneurial projects.
4. Strengthen the connection and cooperation between WKU and enterprises in the field of entrepreneurship and innovation education.
5. Responsible for guiding and managing the Career and Innovation Association.
6. Assist to complete other related work of Students Career Development Center.

**Required Qualification:**

1. Master’s degree or above.
2. Possess international vision, strong oral and written skills in both Chinese and English.
3. Have innovative thinking, be creative, open-minded, positive and optimistic, and be able to work in high-intensity working environment.
4. Enthusiasm in student work, be serious, responsible and patient.
5. Have strong communication, coordination and organizational skills.
6. With good research ability, be able to participate in project research and report writing.

**Preferred Qualification:**

1. Overseas education background would be preferred.
2. At least 3 years working experience in domestic and foreign universities is preferred.