**岗位说明书——心理健康专员岗位**

所属部门：学生事务部 汇报机制: 心理中心

**岗位职责：**

1. 心理健康教育与推广，包括线上线下心理健康活动组织与策划，心理健康品牌的宣传、心理健康宣传册的制作等，预计宣传覆盖面占全校人数80%及以上；
2. 负责线下心理活动室的值班和管理与线上自媒体的管理与运营，并独立进行专业视频剪辑与创作。
3. 负责心理健康活动的策划与组织，每年全校性大型活动1-2场，每月20-30人规模的workshop/group talk 2场，负责与其他部门进行心理健康活动对接；
4. 负责进行校内的心理调查和采访，了解学生心理需求，从而制定更符合学生需要的心理服务方案；
5. 每年新生测评的组织和数据统计 ；
6. 心理健康学生团队带领，负责对学生团队进行管理与培训；
7. 心理健康宣传大使，负责与国内心理健康系统进行对接与交流，并代表温州肯恩大学太阳树心理健康部门参与国内心理健康会议。
8. 担任心理社团指导老师；
9. 中心负责人交代的其他工作任务。

**必备条件：**

1. 硕士及以上学历,本科或研究生专业为心理或教育；
2. 有过心理培训和学习经历（报名时请明确填写）；
3. 3年以上工作经验；
4. 有过大型活动参与或策划经验；
5. 能独立剪辑和编辑视频；
6. 具备新闻敏感性，能熟练使用自媒体；

**优先条件：**

1. 英语流利者优先；
2. 有过管理经验者优先；
3. 如有自媒体运营、活动策划、活动效果等辅助内容提交者优先。
4. 有教师资格证者优先。

**Job Description - Mental Health Specialist**

Department: Student Affair Report to: Counseling Center

**Responsibilities:**

1. Mental health education and promotion, including planning and organizing online and offline mental health activities, promoting mental health brand and designing mental health brochure etc., mental health promotion is expected to cover more than 80 percent of the number of the whole school;
2. Responsible for the duty of mental activity room off-line, management and operation of online we-media, and conducting professional video editing and creating independently.
3. Responsible for planning and organizing mental health activities, including 1-2 large-scale and school-wide activities every year and 2 workshops/group talks with 20-30 people every month; responsible for coordinating mental health activities with other departments;
4. Responsible for psychological surveys and interviews on campus about students’ psychological needs in order to formulate suited mental service for students.
5. Organizing annual freshman assessment and its data collecting;
6. Responsible for leading a team of mental health students including team management and training;
7. Mental health publicity ambassador, responsible for coordinating and communicating with domestic mental health system, and participating in domestic mental health conference on behalf of SunTree Counseling Center of WENZHOU-KEAN UNIVERSITY;
8. Served as instructor of psychological club;
9. Other tasks assigned by the director of counseling center.

**Required Qualification:**

1. Master degree or above, Bachelor or graduate major in psychology or education;
2. Have had experience in psychological training and learning(Please specify when applying);
3. Have had experience of participating and planning in large-scale events (300+ persons);
4. At least 3 years of working experience;
5. Able to do video editing independently;
6. Sensitive to news and proficient in using we-media.

**Preferred Qualification:**

1. Fluent in English is preferred;
2. Previous experience in management is preferred;
3. Supplementary content submission such as we-media operation, activity planning and activity effect is preferred.
4. Having a Teacher Certificate is preferred.