



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——领导力中心专员

所属部门：学生事务部

汇报机制：学生领导力中心负责人

岗位职责：

领导力中心专员：负责校内志愿者工作的协调和开展，指导学生参与校内外志愿服务与社会实践活动，协助管理基础团务工作与团支部建设等工作。

1. 负责统筹安排校内外志愿服务活动及社会实践活动等。
2. 负责建立校特色志愿服务队伍和品牌。
3. 做好志愿服务宣传工作，普及志愿服务理念。
4. 指导学生参加青年志愿服务大赛，志愿服务展示活动等。
5. 配合并引导学生完成课外志愿服务与拓展实践学时。
6. 协助管理校团委基础团务工作。
7. 配合组织策划劳动教育主题活动。
8. 完成上级布置的工作。

必备条件：

1. 硕士及以上学位；
2. 具有良好的思想道德品质和社会奉献精神。
3. 热心于志愿服务，具有较强的责任意识和服务意识。
4. 有较强的写作能力，英语听、说、读、写熟练，中英文俱佳；满足下列条件之一：托福 95 分及以上，雅思 6.5 分及以上，英语专八及格及以上；
5. 熟悉公文写作格式，擅长计算机办公系统应用
6. 有较强的沟通能力、协调能力、服务意识、大局意识；
7. 热爱学生工作，能做到与学生耐心沟通交流；



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Job Description - Center For Leadership and Service Specialist

Department: Student Affairs Report to: : Director of SLDC

Responsibilities:

Center for leadership and Service Specialist is responsible for coordinating and developing of volunteer work on campus, guiding students to participate in volunteer service and social practice activities on and off campus; Dealing with basic affairs of Youth League Committee;

1. Be responsible for the overall arrangement of volunteer service activities on and off campus and social practice activities.
2. Be responsible for establishing a volunteer service team and brand with university's characteristics.
3. Be responsible for the publicity of volunteer service and popularize the concept of volunteer service.
4. Guide students to participate in youth volunteer service competitions, volunteer service exhibition activities, etc.
5. Coordinate and guide students to complete extracurricular volunteer service and outreach practice hours.
6. Be responsible for the basic affairs of the Youth League Committee.
7. Cooperate in organizing labor education themed activities.
8. Complete the job instructed by the leader.

Required Qualification:

1. Master or higher degree;
2. Have good ideological and moral quality and social dedication.
3. Be enthusiastic in voluntary service, with a strong sense of responsibility and service.
4. Be equipped with strong writing skill both in Chinese and English, excellent fluency in written English
5. Be familiar with document writing style, be good at the computer office system using.
6. Have strong communication skills, coordination ability, service and overall awareness.
7. Be enthusiastic about student affairs work and be able to communicate with students patient.