



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——教育学院 学院专员

所属部门：教学部（教育学院） 汇报机制：学院负责人和教学部负责人

岗位职责：

1. 协助做好学院日常行政工作，包括预算管理、会议安排、材料撰写、人员招聘等；
2. 协助做好学院各类宣传及媒体渠道维护，包括招生宣传、学院网页维护、微信公众号编辑等；
3. 为学生和教师提供教学相关咨询和服务以确保正常的教学秩序和优异的教学品质；
4. 协助组织与策划学院学术社区发展相关活动；
5. 为学院各专业相关事务提供支持；
6. 领导安排的其他各项工作任务。

必备条件：

1. 硕士及以上学位；
2. 有优秀的中英文口语及书面交流能力，能胜任英文交流沟通工作；
3. 优秀的表达以及宣传沟通能力；
4. 具备良好的团队合作能力及高效的工作能力；

优先条件：

1. 有中外合作大学或海外求学经历者优先；
2. 有高校或相关教育机构工作经验者优先；
3. 雅思 7 分或托福 95 分以上优先。



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Job Description - College Assistant

Department: Academic Affairs (College of Education) Report to: Dean of CoE &
Director of Academic Affairs Office

Responsibilities:

1. Assist the daily administrative work of the college, including budget management, meeting arrangements, document writing, personnel recruitment, etc.;
2. Assist various publicity and media channel maintenance of the college, including promotional arrangements for student recruitment, maintenance of college website and official WeChat account, etc.;
3. Provide service and help for students and faculty to ensure the quality of academic offerings;
4. Assist the organizing and planning of events, workshops, and other academic related activities for the college;
5. Provide support to each program of the college;
6. Other tasks assigned by the dean/director.

Required Qualification:

1. Master's degree or above;
2. Good oral and written abilities in both Chinese and English, capable of external communication and interactions;
3. Good presentation and communication skills;
4. Good teamwork qualities and high work efficiency.

Preferred Qualification:

1. Study experience at Sino-foreign cooperative universities or at overseas higher educational institutions preferred;
2. Working experience at universities or other educational institutions preferred;
3. IELTS score of 7 or TOEFL score of 95 or above is preferred.