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**Job Description – Head of CCC**

Department: Chinese Curricula Center Report to：Vice President

 **Position Summary**

Take charge of academic affairs, researches and administrative management of the department.

* Formulate long-term development plans and stage work plans, set up Chinese curricula system, develop teaching system and reform scheme and organize Chinese curricula academic affairs.
* Take charge of the department regulations development and maintain normal teaching and research activities.
* Arrange teaching plans for Chinese curricula teachers, and promote educational reform to improve the quality of teaching.
* Train the Chinese curricula teaching team and cultivates the talents, enhances the management and the cultivation of the teachers and the administrative staff, and create a good environment for teaching and managing.
* Review the teaching plans and the teaching programs of all the courses to ensure the quality of teaching.
* Take part in some of the teaching jobs as well as the development of the teaching programs.
* Organize regular assessments for students, and offers suggestions for the improvement of student’s quality.
* Keep a good relationship with internal and external departments.
* Attend all kinds of activities as a representative of the department.
* Be responsible for data, budget decision-making and the assessment of the teachers and administrative staff.
* Complete other work assigned by superiors.

**Qualification**

* 5 years related working experience in higher education institutions
* PhD, major in humanities or social sciences, with the ability of doing researches;
* Ability of English writing and speaking, strong communication, coordination, teaching and research skills

**岗位书 –国情教育与研究负责人**

部门：国情中心 汇报： 副校长

**岗位职责：**

全面负责部门教学、科研、行政管理工作

1. 制定部门长期发展规划及阶段性工作目标，建立国情与文化教育体系，提出教学计划和改革方案，组织国情与文化教学
2. 主持制定部门内有关规章制度，维护正常教学科研秩序
3. 安排部门教师的教学任务，积极推进教育教学改革，提高教学质量
4. 做好部门师资队伍建设及人才培养，加强教师和行政人员的管理和培养，营造良好的教学及管理环境
5. 审核各课程教学计划和教学大纲，严格把控教学管理，保证教学质量，做好教学、科研立项与成果评审工作
6. 承担部分课程教学工作，制定授课课程的教学大纲并完成教学
7. 定期组织考核和评估学生，并提供发展建议，全面提高学生素质
8. 与校内外相关部门保持良好关系
9. 代表部门参加校内外各项活动
10. 负责数据、预算决策及部门内教师的教学评估与行政人员的业务考核工作
11. 完成学校交办的其他工作

**聘任条件：**

1. 五年及以上高校工作经验
2. 博士学位，人文社科专业背景，具有比较研究能力
3. 具备一定的英文书面及口头表达能力；具备较强沟通、协调、教学及科研教研能力；