



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## Job Description - Enrollment and Test Management Specialist

Department: Office of the Registrar

Report to: Campus Registrar

### Responsibilities:

- (1) Responsible for student enrollment record management.
- (2) Maintenance of student information system in the CHESICC (China Higher Education Student Information and Career Center).
- (3) Responsible for student degree management.
- (4) Participate in WKU TOEFL Center construction and management affairs.
- (5) Participate in commencement affairs.
- (6) To accomplish other related tasks assigned.

### Required Qualification:

1. Master degree or above and have basic computer application skills.
2. At least 2 years working experiences.
3. Excellent fluency in both oral and written communication in English and Chinese.
4. Great Sense of Responsibility and Patience.
5. Good communication and coordination skills; customer service oriented.

### Preferred Qualification:

6. Overseas educational background or have working experience in an academic setting. Registration and records management in other higher education institutions. Knowledge of higher education policies and procedures.