



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——文秘岗位

所属部门：校办      汇报机制：校办主任

### 岗位职责：

1. 起草学校层面各类行政公文，包括计划、总结、汇报稿、通知等，为领导起草讲话稿、信函等，制作 PPT；
2. 兼顾收发文和来函答复等上传下达工作；
3. 负责学校重要会议的记录，并整理成会议纪要；
4. 承担学校内部信息情况的收集、整理，负责对外信息报送和政务信息编发工作，如学校综合性介绍材料等供稿。

### 必备条件：

1. 汉语、英语、语言学、教育学、新闻等专业研究生及以上学历
2. 有较强的写作能力，英语听、说、读、写熟练，中英文俱佳；
3. 熟悉公文写作格式，擅长计算机办公系统应用；
4. 有较强的沟通能力、协调能力、服务意识、大局意识；

### 优先条件：

5. 有相关文秘工作经验者优先考虑。



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## Job Description–Secretary of University Affairs

Department: University Affairs

Report to: Director of University Affairs

### Responsibilities:

1. Drafting different types of administrative documents of university-level, including work plan and summary, notification; drafting speeches, letters and making PPT for the leadership;
2. Responsible for recording important meetings of university level, and summarize into meeting minutes;
3. Responsible for university internal information collection and collation, and edition and release of the administrative information report, such as comprehensive presentation materials, events, briefings, Yearbook, and so on.

### Required Qualification:

1. Master or above, in Chinese, English, Linguistics, Pedagogy or Journalism major.
2. Be equipped with strong writing skill both in Chinese and English, excellent fluency in written English.
3. Be familiar with document writing style, be good at the computer office system using.
4. Have strong communication skills, coordination ability, service and overall awareness.

### Preferred Qualification:

1. Experience in secretarial work is preferred.