



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——理工学院院办专员（数学、自然科学方向）

所属部门（学院）：理工学院 汇报机制：学院负责人

岗位职责：

1. 协调专业课程，协助专业教学管理相关工作；
2. 管理和维护学科实验室；
3. 组织与策划学科大中型活动、学术竞赛、学术讲座等；
4. 协助教师行政、采购、后勤等相关工作；
5. 运营学院的媒体渠道，包括网站、微信公众号等，更新学院相关信息
6. 负责学院相关的招生活动以及整理学院招生宣传材料；
7. 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工作能力。



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

Job Description - College Assistant (MATH & Nature Science)

Department: College of Science, Mathematics and Technology Report to: Dean of CSMT

Responsibilities:

1. Coordinate major courses and assist in teaching management related work for the department;
2. Manage and maintain the laboratory;
3. Organize and plan events, academic competitions, and academic lectures for the department;
4. Assist faculty in administrative, procurement and logistics related work;
5. Update the media materials, including website, WeChat public account, etc.;
6. Assist admission and promotional work related to the department;
7. Other work tasks assigned by the leadership.

Required Qualification:

1. Master degree or above;
2. Good level of English and Chinese proficiency with fluent speaking and writing ability, capable of external communication work;
3. Good presentation and communication skills;
4. Ability to work effectively and efficiently in a team.