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**Job Description –Assistant Director, Human Resources**

Department: Human Resources Report to: Director, Human Resources

 **Position Summary**

* Assist the department director to manage the affairs of HR and maintains effective communication and cooperative working relationships with other WKU offices;
* In accordance with the strategic development needs, assist the department director to improve the organizational structure;
* Assist the department director to draft and revise HR related regulations and workflow;
* Assist the department director to establish Wenzhou-Kean Recruitment System, coordinate each department recruitment related matters;
* Assist the department director to establish WKU autonomous faculty recruitment system, follow up KU’s faculty hiring process, and gradually setting up our own process for faculty hiring;
* Assist the department director to coordinate and monitor Recruitment and employment, Training and Development, Compensation and Benefits, Performance Appraisal, Employee Relations.etc.
* Implement other tasks assigned by leaders.

**Preferred Qualification**

* Master or above, in Human Resources or other related major;
* Be familiar with human resources system both in China and U.S., and relevant laws and regulations;
* Good oral and written English skills;
* Good communication skills, interpersonal understanding, planning and organizing capability, and dedication;
* 5 years human resource working experience in higher education;
* Oversea working experience.
* Ability to travel to Kean University.

**岗位书 -人力资源部助理主任**

部门：人力资源部 汇报：人力资源部主任

**岗位职责：**

1. 协助部门主任主持人力资源部的日常工作，协调本部门与其他职能部门的工作关系；
2. 协助部门主任根据战略发展需要，对学校组织结构设计提出改进方案；
3. 协助部门主任组织及完善人力资源相关管理制度和工作流程；
4. 协助部门主任建立中方招聘体系，指导协调各部门招聘工作，落实人员聘任相关事宜；
5. 协助部门主任建立外籍教师自主招聘体系，跟进美国肯恩大学的教师聘任，逐步过渡并健全自主招聘外籍教师的各环节；
6. 协助部门主任对招聘配置、职称培训、薪酬福利、绩效考核、员工关系等模块进行统筹和监督；
7. 完成领导交办的其他事务。

**优先条件：**

1. 硕士及以上学位，人力资源管理等相关专业；
2. 熟悉中美人力资源制度及相关法律法规；
3. 具备优秀的中英文口语及书面表达能力；
4. 具备良好的沟通协调能力、人际理解力、计划组织能力、工作推动能力；
5. 具有5年以上高校人力资源领域从业经验；
6. 具有海外留学经验;
7. 能够赴美国肯恩大学公务出差。