**Job Description–Campus Landscape Management Staff**

Department: Logistic and Assets Management Report to: Assistant Director

**Responsibilities:**

1. Responsible for campus landscape management and relevant technical support.
2. Participate in the discussion of site planning and project design services for the entire campus landscape.
3. Responsible for tree planting and management.
4. Participate in the selection and management of outsourcing landscape maintenance unit, landscape technical assistance and management.
5. Participate in the quality assessment of campus landscape projects.
6. Responsible for nuisance wildlife and pest control waste clearance services.
7. Perform other duties as required.

**Qualifications:**

Required Qualifications

1. Bachelor’s degree or middle professional title, majored in Landscape Management.
2. At least two years of professional landscape management experience.
3. Perform duties honestly, have good organization and coordination skills.

Preferred Qualifications

1. Fluency in both oral and written English enjoys priority.
2. Working experience in the university enjoys priority.

**岗位书 –校园绿化管理岗**

部门：后勤与资产管理部 汇报：助理主任

**岗位职责**：

1. 负责校园绿化养护管理及技术指导工作；
2. 参与学校绿化工程施工、设计方案讨论工作；
3. 负责花木种植和绿化施工及组织管理工作；
4. 参与学校绿化施工单位的选择、评审管理，绿化维护技术指导和管理工作；
5. 参与校园绿化部分工程的质量验收和评定工作；
6. 负责监督管理校园消杀、垃圾清运等外包服务；
7. 完成校领导交办的其他任务。

**聘任条件**：

必备条件：

1. 学士学位或中级职称，绿化管理类专业；
2. 至少两年相关工作经验；
3. 廉洁奉公，有较强的组织、协调能力。

优先条件：

1. 有良好的英语书面及口语表达能力者优先考虑；
2. 有高校绿化管理工作经验者优先考虑。