**Job Description –Administrator of Academic Affairs**

Department: Chinese Curricula Center Report to: Academic Coordinator

**Responsibilities:**

1. Coordinate the establishment of WKU Chinese curricula and organize general teaching works.
2. Responsible for collecting and filing the minutes of meeting, faculty and teaching materials and other documents of CCC.
3. Responsible for the job of curricula-variable, curricula & classrooms arrangement and part-time teachers’ service.
4. Responsible for the exams arrangement and test papers collecting & keeping.
5. Coordinate the administration of part-time teachers and calculating teaching fee of every semester.
6. Complete other work assigned by superiors.

**Qualifications:**

Required Qualifications:

1. Master or above, majored in education, social science or related areas.
2. At least two years’ relevant working experience.
3. Strong English writing and speaking ability, strong teaching， communication, organization and coordination ability.

Preferred Qualifications:

1. With at least three years’ overseas studying or working experience enjoys priority.
2. With at least three years’ relevant working experience in Sino-foreign higher education institutions enjoys priority.

**岗位书 –教学管理岗**

部门：国情与文化教育中心 汇报：国情中心教学主管

**岗位职责**：

1. 协助国情与文化教育、艺术教育及体育教育体系建设及常规教学组织工作；
2. 负责部门会议记录，教学资料、任课教师信息以及部门其他资料的收集、整理、归档工作；
3. 负责选课、开课、排课、教室以及外聘教师的组织与落实；
4. 负责做好各类考试的考务安排以及试卷收集和整理；
5. 负责协助管理外聘教师，做好任课教师课时费统计；
6. 完成上级交办的其他工作。

**聘任条件**：

必备条件：

1. 硕士及以上学位，教育类或人文社科类专业背景；
2. 2年以上相关工作经验；
3. 较强英文书面及口头表达能力，较强教学、沟通、组织及协调能力。

优先条件：

1. 具备3年以上海外学习或工作经历者优先；
2. 具备3年以上中外合作高校相关工作经历者优先。